



# PERSONNEL COMMISSION MEETING

Wednesday, 18th May 2022



4.30 PM



For the future of every student

## PERSONNEL COMMISSION MEETING AGENDA – MAY 18, 2022

*(Meeting location: Multipurpose Room)*

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - April 28, 2022
- D. RECOGNITION OF RETIREE(S)
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
- G. PUBLIC HEARING: 2022-2023 PERSONNEL COMMISSION BUDGET - 4:40 P.M.
- H. ACTION AGENDA ITEMS
  - 1. Adoption of 2022-2023 Personnel Commission Budget
  - 2. Approval of New Classification Specification and Salary Allocation: Fiscal Specialist
  - 3. Approval of Revised Classification Specification: Facilities Planner
- I. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
- J. COMMISSION COMMENTS — No official action will be taken.
- K. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- L. REPORT OF ACTION TAKEN IN CLOSED SESSION
- M. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.



For the future of every student

MINUTES  
April 28, 2022

- CALL TO ORDER A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room at the Education Service Center on April 28, 2022. Mr. Walker, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Walker, Stallings and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA On a motion by Ms. Campbell, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the April 28, 2022 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the minutes of the March 16, 2022 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- RETIREEES Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Paul Abbe, Custodian, 11 years of service
- In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for her many years of service with the District:
- Rosaura Cortez, Executive Assistant - Confidential, 38 years of service
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT  
Ms. Carol Peek, VESPA President reported:
- 1) There have been a lot of administrator changes within the District. It has been great that both VUEA & VESPA have been invited to join Ms. Wolowicz and Ms. Crouch to talk with the staff members at the sites where the vacancies exist. It has been a great opportunity for the staff members to share their input about what they are looking for and needing in their new leader. Surveys have been sent out to the ESPs at those sites as well to get feedback and input. It is really important to get that feedback from the ESPs and I am very grateful for the collaboration with the district during the recruitment and interview process for these positions.
  - 2) For the bargaining year 2022-23, VESPA will begin negotiations next month. I appreciate the collaboration of the two teams (VESPA & VUSD) working well together. VESPA has a full negotiations team and the team has been great to work with.
  - 3) VESPA will be recognizing CTA W.H.O (We Honor Ourselves) Award Recipient for 2022 school year:
    - Ms. Jackie Lopez, Talent Acquisition Specialist. Ms. Lopez also serves as one of the Co-Chairs for the VESPA Negotiations Team.
- ITEM F2 DIRECTOR'S REPORT  
Ms. Crouch reported
- Summer school recruitment is open and closes May 6th. There will be three sessions offered this summer: a two week session in June, a full summer school program including ESY for the month of July, and another two week session in August. In addition, the District and VESPA negotiated an incentive bonus for employees who work their full assigned hours, Monday through Friday, as well as a bonus if they complete the entire June, July and/or August sessions.

- Certificated Administrator changes:
  - Dr. Mayra Vega-Manriquez was recently promoted to Deputy Director, Special Ed
  - Mr. Marcus Konantz accepted a position with Oak Park. As a result, the Executive Director of Special Ed is now open for recruitment. Mr. Konantz will finish out his assignment with VUSD through the end of this school year.
  - Dr. Lorelle Dawes was recently promoted to Directed of Expanded Learning
- Principal Vacancies include:
  - Anacapa Middle School
  - Cabrillo Middle School
  - J. Serra Elementary (Principal Senesac will be retiring at the end of this school year)
  - Montalvo Elementary – Claudia Caudill promoted to Principal of Balboa
  - Poinsettia Elementary (Principal Harris accepted a position with Pleasant Valley School District)
  - Sunset K-8 School (Principal Sims-Schneider will be retiring at the end of this school year)
- In addition, Board President Matt Almarez announced his resignation from the Board at the last Board meeting. The Board of Education is now moving forward with plans to appoint someone to fulfill the remaining term of his seat, until the election in November, at which time the seat will be filled through the election process. Ms. Rodriguez will take over the role as Board President, and Dr. Dannenberg was appointed Vice President.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Next regular Board meeting is scheduled for Tuesday, May 10
- Retirement Celebration has been set for May 23<sup>rd</sup>, 3:30 – 5:00pm at which time the Board of Education will be recognizing all of our retirees. It will be held in the garden area located next to FTTHS (former Project Secure site). The Personnel Commissioners are invited to attend the event as well.

ITEM F3

RECRUITMENT & SELECTION: HIRING UPDATE

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection.

- 1) Summer Session recruitment is underway. This year there will three sessions: 2 weeks in June, 4 weeks in July and 2 weeks in August. We will be awarding those employee assignments by end of May.
- 2) We are making progress in filling the vacancies in Fiscal Services. We only have two remaining vacancies in that department.

ITEM F4

Next Regular PC Meeting: May 18, 2022

At this time, the Personnel Commission plans to hold the next regular Personnel Commission meeting, May 18, 2022 in-person.

ITEM G1

RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 15 – 21, 2022

After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the Resolution Recognizing Classified School Employee Week: May 15 – 21, 2022 was approved by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM G2

PRESENTATION OF PRELIMINARY BUDGET FOR 2022-2023 AND SETTING OF DATE FOR PUBLIC HEARING

After some discussion, on a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the preliminary budget for 2022-2023 was accepted and they set the date and time of the public hearing to be held at the next Personnel Commission meeting on May 18, 2022 at 4:40 p.m. in the Multipurpose Room, by a vote of 3-0. (Ayes – 3/Campbell, Stallings, Walker; Nay 0; Abstain 0)

ITEM G3

REQUEST TO MODIFY SALARY RANGE PLACEMENT: PARAEDUCATOR III

After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU it was approved to reallocate the salary range for Paraeducator III from range (185) to range (230) on the Classified Represented salary schedule by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

- ITEM G4                    REQUEST TO REVISE CLASSIFICATION SPECIFICATION AND MODIFY SALARY RANGE PLACEMENT: BEHAVIOR SUPPORT ASSISTANT  
After a brief discussion, on a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to approve revising the Behavior Support Assistant classification specification as presented and modify the salary allocation from range 190 to 240 on the Classified Represented salary schedule by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM G5                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: HUMAN RESOURCES SPECIALIST and HUMAN RESOURCES TECHNICIAN  
After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to revise the classification specifications for Human Resources Specialist and Human Resources Technician was approved as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM G6                    REQUEST FOR ADVANCED SALARY PLACEMENT – CERTIFIED SPEECH & LANGUAGE PATHOLOGY ASSISTANT  
After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve advanced salary placement for a new hire Certified Speech & Language Pathology Assistant at range (275)/step (5) effective the first day of their established work calendar for the 2021-22 school year by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM H1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Ms. Stallings seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM I                      COMMISSION COMMENTS  
None
- ITEM J1                    CLOSED SESSION:  
It was decided that Closed Session was not needed at this time.
- ITEM K                    REPORT OF ACTION TAKEN IN CLOSED SESSION  
There was no Closed Session.
- ADJOURNMENT            On a motion by Ms. Stallings seconded by Ms. Campbell , MSCU to adjourn the meeting at 5:44 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: May 18, 2022

Subject: Recognition and Honoring of Classified Retirees


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The following classified employee recently retired from VUSD, and will be presented to the Personnel Commission to honor, and recognize their many years of service to our students and the District community.

- Gloria Alcala, Library Technician II, Ventura High School
  - Retired April 29, 2022 – 31 years of service
  
- Leba Blanchard, Facilities Use Technician, Business Services
  - Retired May 2, 2022 – 18 years of service



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 18, 2022

Subject: Public Hearing and Final Adoption of 2022-2023 Budget

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The preliminary budget for 2022-23 was presented to the Personnel Commission for consideration at the regular meeting on April 28, 2022. Since the initial review and discussion, the following changes and recommendations are being made for final review and adoption by the Personnel Commission. Prior to adoption of the budget, a Public Hearing will be held in which the public is invited to present their views. The Public Hearing will take place at 4:40pm, during the PC meeting scheduled on May 18, 2022.

**Budget Sections 2000 & 3000**

This is the portion of the budget designated for salaries and benefits. The 2022-23 Health & Welfare benefits costs, salary data and all anticipated ancillary rates have been further evaluated, and finalized as best as possible given the most recent budget information available. There was a slight decrease in the PERS rate and slight decrease to the anticipated costs for insurance benefits since the preliminary review.

**Budget Sections 4000, 5000 & 6000**

The Director of Classified HR engaged in discussions with the Director of Fiscal Services to review the expenditure history of the Personnel Commission, and explore if any further reductions could be made at this time. No further changes were made to these accounts.

**SUMMARY**

The proposed 2022-23 Personnel Commission budget has been developed with the intent of maintaining fiscal responsibility and accountability. The overall budget change for 2022-23 reflects an increase of \$43,035, which is due to increases in salary and benefits as well as slight increases to dues/memberships and mandated fingerprint costs.

It is recommended that the Personnel Commission approve the proposed 2022-23 budget and recommendations as presented. After adoption by the Commission, the budget will be forwarded to the Ventura County Superintendent of Schools for final approval.

Attachment: 2022-23 Proposed Personnel Commission Budget

**ANNUAL BUDGET OF PERSONNEL COMMISSION  
FISCAL YEAR 2022-2023**

*(Education Code Sections 45253 and 88073)*

VENTURA UNIFIED School District, Ventura County, California.

**NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at the Education Service Center, Multipurpose Room; 255 W. Stanley Ave., Ventura, CA 93001 on May 18, 2022, at 4:40 p.m.

You are invited to attend and present your views.

Signed: Andrea Cronich  
Chairperson or Director of Personnel Commission

**ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION**

To: Cesar Morales, Deputy Superintendent, Ventura County Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of Meeting: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson or Director of Personnel Commission

**APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION**

To the Governing Board and Personnel Commission:

This report has been examined and approved by Cesar Morales, Deputy Superintendent, Ventura County Office of Education.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Ventura Unified School District  
 Classified Human Resources  
 PERSONNEL COMMISSION

ANNUAL FINANCIAL AND BUDGET REPORT  
 FISCAL YEAR 2022-2023

	2021-2022 Budgeted Amount <i>(dollars only)</i>	2022-2023 Proposed Budget <i>(dollars only)</i>
<b>2000 CLASSIFIED SALARIES<sup>1</sup></b>		
2300 Administrative Personnel	\$224,141	\$234,210
Commission Members <sup>2</sup>	\$1,800	\$2,700
2400 Clerical & Other Office	\$267,075	\$265,388
2900 Other	\$0	\$0
<b>Subtotal</b>	<b>\$493,016</b>	<b>\$502,298</b>
<b>3000 EMPLOYEE BENEFITS</b>		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$111,636	\$125,913
3300 OASDI & Medicare	\$37,567	\$38,270
3400 Health & Welfare Benefits <sup>3</sup>	\$164,052	\$176,040
3500 SUI	\$6,113	\$2,532
3600 Workers' Compensation	\$10,215	\$10,556
3800 PERS Reduction <i>(no longer valid in 2014/15)</i>	\$0	\$0
3900 Other Benefits	\$0	\$0
<b>Subtotal</b>	<b>\$329,583</b>	<b>\$353,311</b>
<b>4000 SUPPLIES</b>		
4300 Other Supplies	\$6,000	\$7,500
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
<b>Subtotal</b>	<b>\$7,500</b>	<b>\$9,000</b>
<b>5000 SERVICES AND OTHER OPERATING EXPENSES</b>		
<b>5200 Travel &amp; Conference Expenses</b>		
Mileage (Local)	\$5,750	\$5,750
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 <b>Dues &amp; Membership</b>	\$1,425	\$1,200
<b>5500 Utilities &amp; Housekeeping Services</b>		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0

5600	<b>Rentals, Leases &amp; Repairs</b>		
	Leasing Equipment	\$0	\$0
	Equipment Maintenance Contracts	\$0	\$0
	Other	\$8,600	\$8,600
5800	<b>Other Services &amp; Operating Expenses</b>		
	Advertising	\$2,000	\$4,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$15,000	\$15,000
	Fingerprinting	\$16,000	\$20,000
	Other Recruitment Expense	\$2,500	\$2,500
	Legal Expenses	\$0	\$0
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$18,650	\$21,400
	Other	\$500	\$500
5900	<b>Communications</b>		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
	<i>Subtotal</i>	<b>\$78,425</b>	<b>\$86,950</b>
<b>6000 EQUIPMENT</b>			
6400	<b>New Equipment</b>		
	Office Furniture	\$0	\$0
	Office Equipment	\$0	\$0
	Other	\$0	\$0
6500	<b>Equipment Replacement</b>	\$0	\$0
	<i>Subtotal</i>	<b>\$0</b>	<b>\$0</b>
<b>FUND BALANCE</b>			
	<b>Designated for Personnel Commission</b>	<b>\$908,524</b>	<b>\$951,559</b>

<sup>1</sup> 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


<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Ed Code 45250).

<sup>3</sup> Group medical benefits cannot be provided to former Personnel Commission members



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 18, 2022

Subject: New Classification Specification and Salary Allocation:  
Fiscal Specialist

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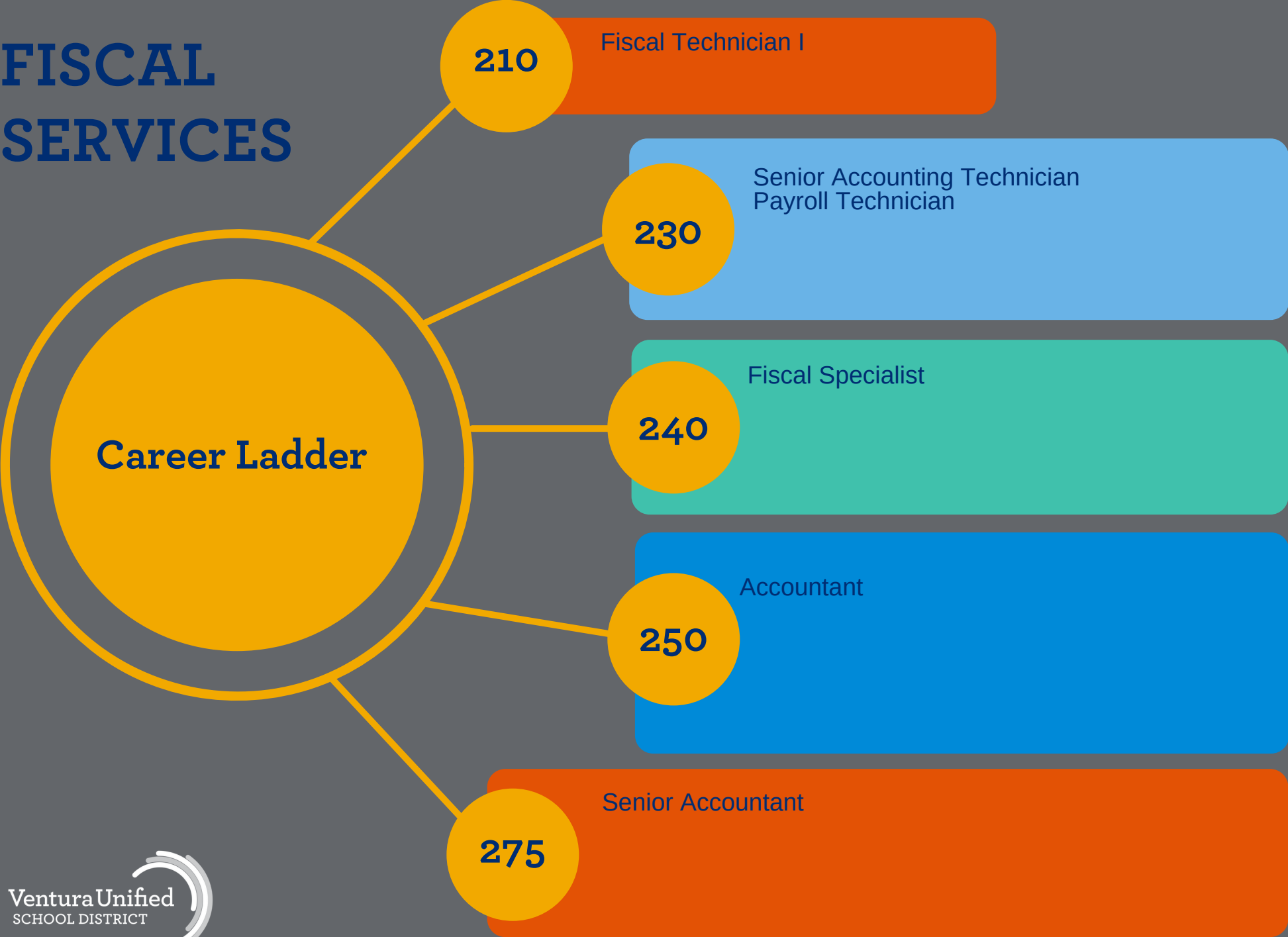
Over the last couple of years, Ms. Anna Campbell, Director of Fiscal Services, has been working with Dr. Rebecca Chandler, Assistant Superintendent, Business Services and Classified Human Resources to evaluate the needs of the Fiscal Services Department, review job descriptions, and make recommendations to reorganize and restructure the department to best meet the District's multi-faceted financial needs. As part of this review and evaluation, a recommendation was presented to the Board of Education to create a new position which will be assigned to perform a variety of technical and specialized administrative work in support of accurate and timely budget information and/or financial data in the Fiscal Services Department. The position will also be responsible for assisting administration facilitate certain aspects of the budget development process and budget administration, as well as providing data analysis in support of the collective bargaining process. The Board of Education approved creating this new position at the regular Board meeting held on May 10, 2022.

A study and evaluation of the essential duties, as well as the skills, knowledge and abilities required of the position was conducted. There were minimal comparable positions in surrounding Districts, therefore a comparative analysis was conducted of similar positions within the District. The recommended salary is based on this evaluation in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing classification specifications.

It is therefore recommended that the Personnel Commission approve the attached specification for Fiscal Specialist, and allocate the position to range 240 on the Classified Represented salary schedule (\$3,970 - \$4,956/month).

Attachment: proposed classification specification for Fiscal Specialist

# FISCAL SERVICES





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**CLASS TITLE: FISCAL SPECIALIST**

**BASIC FUNCTION:**

Under general direction of the Director of Fiscal Services, performs a variety of technical and specialized administrative work in support of accurate and timely budget information and/or financial data. Assists administration facilitate certain aspects of the budget development process and budget administration. Assists in providing data analysis in support of the collective bargaining process.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Performs a variety of technical and administrative assistant duties to relieve the administrator of administrative and clerical detail; assures smooth and efficient office operations, and proper and timely completion of projects and activities; plans, coordinates and organizes office activities; coordinates flow of communications and information for the administrator and department/site.

Assists in preparing budget, position control, and payroll analyses, and financial forecasts in connection with the collective bargaining processes. May participate in collaborative collective bargaining; processes confidential information pertaining to employer-employee relations.

Oversees daily workflows, complex scheduling logistics and provides a high level of customer service as the first point of contact for a wide variety of administrative, department and school site inquiries, concerns, suggestions and requests.

Prepares and maintains a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establishes and maintains filing systems; assures mandated reports are completed in accordance with established time lines and requirements.

Inputs and updates a wide variety of data in an assigned computer system; establishes and maintains automated files and records; initiates queries, develops spreadsheets and generates a variety of computerized lists, documents and reports; assure accuracy of input and output data; assists in coordinating the development and modification of department databases as required.

Receives visitors, such as administrators, staff, and the public; provides assistance or directs to appropriate staff; exercises independent judgment in resolving various issues and conflicts; refers difficult issues to the administrator; interprets and provides technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Coordinates with administrator to assist with a variety of fiscal services, providing compliance assistance and requiring a high level of technical knowledge regarding applicable State and Federal laws/guidelines, Board policies, and other related regulations.

Performs special financial data gathering and studies as assigned. May assist in preparing elements of Federal, State and local financial reports.

Assists staff in year-end closing procedures. Collaborates with staff to provide assistance to external auditors. Oversees and assembles information from checklists and other auditor requests. Prepares internal control checklists for the department and orients other departments to requests.

Monitors inventory levels of office and other designated supplies and equipment for the assigned department(s); orders, receives and maintains appropriate levels of inventory; researches and confers with vendors concerning product and pricing information; prepares, processes and follows-up on purchase orders, invoices and requisitions.

Assists in the development collaborative agreements.

Schedules, oversees, and facilitates a master calendar for fiscal services reporting timelines, training, special projects, and other appointments as assigned.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Attends district meetings and workshops/trainings as required.

Other related duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Organization, operations, policies and objectives of assigned programs, services and activities.

Working knowledge of automated accounting systems and relational databases.

Well-developed skill with personal computer software sufficient to design and use spreadsheet, database, presentation, and decision support models.

Terminology, practices and procedures related to fiscal services.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable laws, codes, rules, regulations, policies and procedures.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Training methods and techniques.

##### ABILITY TO:

Track and monitor data, and prepare reports as required to support assigned department/division.

Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator.

Assure smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Assist the administrator with coordinating department projects and activities.

Type or input data at an acceptable rate of speed.

Understand and resolve issues, complaints or problems.

Answer telephones and greet the public courteously.

Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years of experience providing direct professional administrative support to an administrator or large department, including bookkeeping clerical experience, reconciling accounts, monitoring budgets and expenditures, and/or other related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**


Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.

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*Approved by Personnel Commission: to PC for review and approval 05/18/2022*



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: May 18, 2022

Subject: Approval of Revised Classification Specifications  
***Facilities Planner***

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In preparation of opening recruitment to fill the upcoming Facilities Planner vacancy, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to the essential duties, knowledge and minimum qualifications to bring the description up to date.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Facilities Planner as presented.

Attachment: proposed classification specifications for Facilities Planner



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## **CLASS TITLE: FACILITIES PLANNER**

### **BASIC FUNCTION:**

Under the direction of the Director of Facilities performs technical and responsible functions and activities related to the planning, **coordination and implementation** of the District's new school facilities, relocatable classrooms and modernization/remodeling of existing buildings; plans, organizes and develops facilities reports and summaries. Employees in this job class receive minimal supervision within a broad framework of general guidelines. This job class functions at a high level of technical expertise and supervises the daily work of staff involved in the facilities planning function.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

Monitor and coordinate the progress and development of school facility related projects.

Prepare and evaluate requests for proposals for architectural services and other construction/maintenance related professional services.

Participates in the selection of architects, engineers and other professional services.

Evaluates consultant performance.

Arranges, schedules, coordinates and attends the design committee meetings with district personnel, architect and community members.

#### **Prepares and maintains project budgets.**

In the absence of the Director of Facilities chairs Design Committee meetings. Provides input and recommendations related to design programming, and specifications of new School facilities and modernization projects.

#### **Assists the Director of Facilities in preparation of board agenda items including board presentations.**

Conducts facilities needs assessment and correlates data for use in future planning.

Assists with the identification and acquisition of real property for new school facilities.

Assists the Director of Facilities in the acquisition and placement of portable classroom buildings for expansion related to class size reduction and student growth.

Conducts site analysis and selection of appropriate location of portable buildings.

Works with the Director of Facilities in the planning and implementation of temporary student housing during the modernization of school facilities.

Prepares and submits monthly reports outlining current status of projects and establishes milestones.

Assists the Director of Facilities in the development and maintenance of support material and project applications for the State School Building Program.

Assists the Director of Facilities in the preparation of environmental assessment documents for facilities projects for compliance with the California Environmental Quality Act (CEQA).

Researches, provides information and tracks progress with City and County Planning departments, State Department of Education, Division of State Architect, State Office of Public School Construction and other state and local Agencies.

Directs, monitors and evaluates the work of assigned personnel; makes recommendations for hiring, disciplinary and other work related actions.

**Other related duties as assigned that support the overall objective of the position.**

**OTHER DUTIES:**

~~Performs related duties similar to the above in scope and function as required.~~

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

Building construction methods and materials; architectural and engineering procedures.

Cost analysis techniques and procedures for remodeling/reconstruction and new construction.

Design specifications and terminology used in the building trades.

Applicable codes, regulations and ordinances.

**Division of the State Architect processes and procedures**

Environmental mandates and laws.

Various computer applications, such as **AutoCad/Revit**, spreadsheets, word processing and project management.

Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work performance appraisal and discipline, and employee selection and development.

The tools materials and equipment used in building trades.

**ABILITY TO:**

Read and interpret construction plans, specifications, ordinances, codes and contracts.

Develop specifications for new and remodeling projects.

Research, interpret and apply a variety of technical information relating to the planning, construction and leasing of facilities.

Develop comprehensive cost estimates for construction and/or remodeling projects.

Consult with architects and engineers.

Confer with school officials regarding priorities and conflicts in the construction and/or remodel of facilities.

Plan, organize and develop facilities reports and make presentations to a wide variety of audiences, including the Board of Education.

Analyze situations accurately and develop an effective course of action.

Effectively communicate both orally and in writing.

Establish and maintain effective and efficient relationships with those contacted in the performance of required duties.

Operate a variety of equipment including office equipment and shop equipment.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to sufficient education, experience and/or training which demonstrates the knowledge and abilities listed above. Typically Incumbents will have extensive experience, which includes planning construction or reconstruction/remodeling projects.~~

**Any combination of education, training, and/or experience equivalent to a bachelor’s degree in Planning, Engineering, Architecture or a closely related field and two years increasingly responsible experience in planning, architecture/engineering or construction/construction management. Additional qualifying experience may substitute for the education requirement on a year for year basis.**

**LICENSES AND OTHER REQUIREMENTS:**

A valid California Driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust, dirt, oil and grease.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to inspect projects and read a variety of materials.  
Sitting or standing for extended periods of time.  
Walking to inspect projects.  
Climbing ladders.

**HAZARDS:**

Working around and with machinery having moving parts.  
Chemical fumes.  
Working at heights.

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Approved by Personnel Commission: 10/15/1997  
Revised: 09/17/2008  
*To PC for review and approval 05/18/2022*



## Personnel Transaction Report

Consent Agenda Items

*To Personnel Commission for Approval*

Meeting Date: 05/18/2022

### New Hires

Last Name	First Name	Job Class Description	Date
Agama	Mireya	Bus Driver	05/09/22
Alvarado Silva	Luis	Grounds Maintenance Worker I	05/09/22
Bae	Jessica	Board Cert. Behavior Analyst	05/09/22
Esquivel	Yvonne	Child Nutr Assist I	05/16/22
Flores	Yezenia	Child Nutr Assist II	05/16/22
Hernandez	Nina	Child Nutr Assist I	05/16/22
Legeman	Kimberly	Child Nutr Manager- Elementary	05/12/22
Ponticelli	Kathleen	Child Nutr Assist I	05/16/22
Ramos	Natali	Certified Spch/Lang Path Asst	04/18/22
SanchezEnciso	Luis	Bus Driver	05/10/22

### Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Contreras	Rusal	Child Nutr Mgr-Elementary	04/25/22
Sanchez	Jose	Trades Maintenance Worker II	05/09/22

### Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Bell	Yukari	Child Nutrition Asst II	04/20/22
Berumen	Rosalba	School Support Secretary	04/26/22
Flores	Karen	Office Assistant	04/26/22
Gosselin	Molly	Paraeducator II	04/22/22
Martinez	Roxanna	Paraeducator III	04/22/22
OConner	Robyn	Paraeducator II	04/19/22
Wilson	Catherine	Licensed Nurse	04/28/22

### Limited Term, Provisional

Last Name	First Name	Job Class Description	Date
Abe	Yoshiko	Paraeducator II	05/01/22
Barragan	Chantell	Paraeducator II	05/01/22
Barreto	Ruby	Custodian	05/01/22
Craddick Lawal	Becky	Paraeducator II	05/01/22
DuarteHernandez	Paola	Child Nutr Asst I	05/01/22
Egizi	Kody	Custodian	05/01/22
Gonzalez	Victoria	Paraeducator II	05/01/22
Howard	Julie	Campus Supp Asst	05/01/22
Howard	Julie	School Admin Asst I	05/01/22
Martin	Joseph	Paraeducator II	05/01/22
Martinez Qualls	LaShane	Whse Wkr Divr Drvr	05/01/22
Noriega	Maritza	Custodian	05/01/22
Ramirez	Veronica	Campus Supp Asst	05/01/22
Rubalcava	Lidia	Bus Driver	05/01/22
Wilburn	Kathleen	Transportation Asst	05/01/22
Williams	Kristina	Child Nutr Asst I	05/01/22

## Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Villa	Veronica	Elementary School Services Assistant	1/18/2022

## Separation from Service

Last Name	First Name	Job Class Description	Date
Alcala	Gloria	Library Technician II	04/29/22
Blanchard	Leba	Facilities Use Technician	05/02/22
Canseco	Ricardo	Custodian	05/10/22
Husted	Amy	Paraeducator II	05/05/22
Lopez	Consuelo	Paraeducator II	04/30/22
McSweeney	Jake	Paraeducator III	03/15/22
Talley	Nadine	Educational Sign Language Interpreter	05/09/22

## Leave of Absence

Last Name	First Name	Job Class Description	Date
Campbell	Charlotte	Paraeducator II	04/02/2022-06/30/2022 Unpaid
Morales	Raylene	Paraeducator II	04/26/2022-05/23/2022 Parental Leave

## Change of Status

Last Name	First Name	Job Class Description	Date
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Anderson	Nicole M	Child Nutr Assist I	05/02/2022: Hours/Location Change From 4.0 hrs/day @ E. P. Foster to 5.0 hrs/day @ Montalvo
Cramer	Mathew R	Bus Driver	04/25/2022: Change in Hours-- mid-year route bidding --4.0 hrs/day to 6.0 hrs/day
Dilger	Kristofer	Bus Driver	05/01/2022: Change in Hours-- mid-year route bidding --6.0 hrs/day to 6.5 hrs/day; change of route
Flynn_Hayes	Diane		03/31/2022: Change in Hours-- mid-year route bidding --5.25 hrs/day to 6.0 hrs/day; change of route
Guillen	Bernadette	Child Devel Teacher	05/01/22: Location change--from ATLAS Jumpstart to Portola Jumpstart; same position; same time base
Lopez	Florencia	Child Devel Teacher	05/01/22: Location change--from Portola Jumpstart to E.P. Foster Jumpstart; same time base
Lopez	Gisela	Child Nutr Assist I	05/16/2022: Change in Hours --3.0 hrs/day to 5.0 hrs/day; same location
Najieb	Fatimah S	Bus Driver	04/25/2022: Change in Hours-- (voluntary) --6.5 hrs/day to 5.0 hrs/day
Rivera Elwell	Monica	Child Devel Teacher	05/01/22: Location change--from E.P. Foster Jumpstart to Portola Jumpstart; same time base
Visser	Nic	Bus Driver	03/31/2022: Change in Hours-- mid-year route bidding --5.25 hrs/day to 6.0 hrs/day; change of route

## Working Out of Class

Last Name	First Name	Job Class Description	Date
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### Vacancy Coverage

Begum	Bushra	Child Nutr Assist II-D62	4/1;4/11-14;18-22;25-29/2022
Contreras	Rusal	Child Nutr Mgr-Elementary-D38	4/11-14;18-22/2022
Gomez	Susana	Child Nutr Mgr-Elementary-D38	4/1;11-14;18-22;24-28/2022
Medoza Lopez	Rafael	Trades Maintenance Worker II-F59	4/6;12-14;19-21;26-27/2022

### Covering for EE who is WOC

Hernandez	Alfredo	Trades Maintenance Worker II-F59	4/1;4-8;12-14;18-19;21-22;25;27-29/2022
Martinez	Mirnaliz	Child Nutr Assist II-D62	4/1;4/11-14;18-22;25-29/2022

### Covering for EE who is on LOA

Domme	Bonnie	Child Nutr Mgr-Elementary-D38	4/4-8;11-14;18-22;25-29/2022
Estrada	Joe	Custodial Trainer - Coordinator-F36	4/1;4-8;11-14;18-22;25-29/2022
Lassich	Esteban	Building Trades Mechanic-F57	4/1;4-8;11-13;18-22;25-29/2022
Sanchez	Jose	Plumber I-F53	4/1;4;6-8;12-14;18-22;25;27-29/2022

### Limited Term Assignment/Extra Help

Guzman	Christine	Paraeducator I-E67	4/11-14;18-22;25-29/2022
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### Other Reasons

Adams	Claire	Child Nutr Mgr-Elementary-D38	3/11/2022
Arzate	Arturo	Head Custodian I-F38	4/26/2022
Cardona	Mario	Child Nutr Mgr-Elementary-D38	4/22;25/2022
Cooper	Daniel	Facilities Manager-F10	4/21-22;25-29/2022
de Jesus Lopez	Alexia	Child Nutr Assist II-D62	4/22;25-26/2022
DelaRosa	Martha	Child Nutr Mgr-Secondary-D36	4/11/2022

Espinoza Montero	Abigail	Child Nutr Mgr-Elementary-D38	4/29/2022
Flores	Karen	School Adm. Assistant I-B37	4/11/2022
Hopkins	Ann Marie	Child Nutr Mgr-Elementary-D38	4/28/2022
Kirby	Roman	Grounds Maintenance Worker II-F64	4/4-8/2022
Lassich	shari	Lead Custodian-F42	4/21-22;28/2022
Rivas	Theresa	Child Nutr Assist II-D62	4/1/2022
Sweatt	Charles	Head Custodian II-F37	4/14;22;29/2022
Tackett	Rachelle	Child Nutr Mgr-Secondary-D36	4/22;25-26/2022
Vargas	Jesus	Metal Worker - Welder-F56	4/5;12;19;27