



For the future of every student

REGULAR PERSONNEL COMMISSION MEETING
July 27, 2022

The Personnel Commission holds their meetings on the third Wednesday of each month at 4:30 p.m. unless otherwise noticed.

The Personnel Commission may consider and act on an agenda item in a different order or an item may be considered earlier or later than the estimated time. Additionally, discussion of the agenda items may be postponed to a future meeting.

PUBLIC ACCESS/COMMENTS

In accordance with Governor Newsom's Executive Order N-29-20 regarding COVID-19, members of the public will continue to have the right to observe the public meeting via <https://us02web.zoom.us/j/83122276033> and submit public comment in writing at Classifiedhr@venturausd.org or live (real-time) public comment via the Zoom Platform. Both written and live public comment requests are available for Closed Session agenda items and regular session agenda items.

Written public Comment requests will be accepted for a 24-hour period ending one hour prior to the start of the Opening Procedure of the meeting, (no later than 3:30pm on Wednesday, July 26, 2022). All written public comment received via the designated email address, referenced above, will be provided to the Personnel Commission prior to the start of the meeting for review. The written public comment will not be read or summarized, but will be made part of the minutes of the Personnel Commission meeting. ANY WRITTEN PUBLIC COMMENT RECEIVED BEFORE OR AFTER THE 24 HOUR PERIOD WILL NOT BE PROCESSED. If giving a live public comment, the public must use the "raise hand" function of the Zoom webinar at the time of the item they wish to comment on, including general public comment agenda item or other agendized items. Those attending via phone call, which does not allow the raise hand function, will be unmuted at the beginning of the Public Comment agendized item and asked if they have a public comment to share now or for a subsequent individual agendized item. Public comments are limited to three minutes.

In the event of a service disruption that prevents broadcasting the audio portion of the meeting, or in the event of a disruption within the local agency's control that prevents public comment for members of the public using the call-in option or internet-based option, the Personnel Commission will stop the meeting and take no further action on agenda items until public access is restored.

POSTING INFORMATION

The agenda for the special Personnel Commission meetings will be posted 24 hours in advance. The Personnel Commission Agenda is posted at the following location:

- Ventura Unified School District, Education Service Center (Always)
255 W. Stanley Avenue, Suite 100, Ventura, CA (Guard shack)
This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

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

PERSONNEL COMMISSION MEETING AGENDA – JULY 27, 2022

Public Access

Public Streaming of the Personnel Commission Meeting at

<https://us02web.zoom.us/j/83122276033>

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. Adoption of Resolution #22-04, Personnel Commission’s Authority to Hold Virtual Meetings Pursuant to AB 361
- D. APPROVAL OF MINUTES
 - June 27, 2022
- E. RECOGNITION OF RETIREE(S)
- F. 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.
- G. INFORMATION ITEMS
 - 1. VESPA Report
 - 2. Director’s Report
 - 3. Recruitment & Selection: Hiring Update
- H. ACTION AGENDA ITEMS
 - 1. Ratification of Excess Vacation Carryover Approvals
 - 2. Approval of Revised Classification Specification: Office Assistant

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.

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3. Approval of Revised Classification Specification: School Office Receptionist

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.

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Ventura Unified School District
Resolution # 22-04

Personnel Commission's Authority to Hold Virtual Meetings
Pursuant to AB 361

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19) that remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the public, staff, students, and members of the Board to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

WHEREAS, the Ventura County Office of Public Health Officer recommends that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

THEREFORE, BE IT RESOLVED that the Personnel Commission of Ventura Unified School District finds that the Governor’s March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Personnel Commission of Ventura Unified School District finds that the Ventura County Public Health Officer continues to impose or recommend that legislative bodies of Ventura County practice social distancing measures to slow the spread of COVID-19 by continuing to meet remotely.

BE IT FURTHER RESOLVED, the Personnel Commission of Ventura Unified School District finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of members of the public attending the meeting and/or the state of emergency continues to directly impact the ability of the public, staff, students, and/or members of the Personnel Commission to meet safely in person due to the prevalence of the Delta and Omicron variants, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for non-compliance with mask wearing requirement, and the desire to protect the health of immuno-compromised members of the public, staff, students, and Commissioners.

PASSED AND ADOPTED by the following vote of the Personnel Commission of Ventura Unified School District, County of Ventura, State of California on July 27, 2022.

AYES: _____

NOES: _____

ABSENT: _____

Chair, Personnel Commission



MINUTES
June 27, 2022

- CALL TO ORDER A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on June 27, 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. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the May 18, 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. Campbell, seconded by Ms. Stallings, MSCU the minutes of the April 28, 2022 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT
None
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported
- 1) Last day of school was Thursday, June 16th
 - 2) The June summer session started Monday, June 20 and runs through this Thursday, June 30th. July ESY and summer session will then begin on July 5th.
 - 3) We received official notification from the Superintendent of Schools that the 2022/23 PC budget was approved as submitted.
 - 4) Classified HR is now gearing up for summer projects, staffing for the fall, and back-to-school events planned for August.
 - 5) The District is currently meeting with VESPA for contract negotiations. The teams are making great progress and are just about done with contract language.
 - 6) The Board took action at a Special Board meeting on June 21st to appoint Dr. Antonio Castro as the next VUSD Superintendent pending successful contract negotiations. A formal announcement will go out once the process is finalized.
 - 7) Classified Management changes: Terri Allison was appointed as the Director of M&O
 - 8) Certificated Administrator changes:
 - Robert Ruiz was appointed as the Principal of Anacapa
 - Courtney Johnson – Principals, Cabrillo Middle School
 - Anna Belitski – Principal, J. Serra Eelementary
 - Dr. Deborah Martinez – Principal, Montalvo
 - Melanie Morrow – Principal, Poinsettia
 - Tomas Gaeta – Principal Sunset K-8
 - Neil Virani – Executive Director of Special Education
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for tomorrow, Tuesday, June 28
 - Monday, July 4th – 4th of July holiday
- ITEM F3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR remains busy hiring and recruiting for Fall but also filling Summer Session needs. Paraeducators will be our greatest challenge as we prepare for Fall. We are preparing for a few pop up events for recruitment at our

summer school locations. We have one vacancy remaining for our Custodian team which we are looking to fill in the beginning of July.

ITEM F4 Next Regular PC Meeting: July 20, 2022

At this time, the Personnel Commission plans to meet in person for July meeting.

ITEM G1 REVIEW AND APPROVAL OF CALENDAR OF REGULARLY SCHEDULED PERSONNEL COMMISSION MEETINGS FOR THE 2022-23 FISCAL YEAR

After a brief discussion, a motion was made by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the calendar of regularly scheduled Personnel Commission Meetings for the 2022-23 fiscal year as amended by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD DEVELOPMENT TEACHER

After a brief discussion, a motion was made by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Child Development Teacher presented, by a vote of 3-0. Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SPECIAL EDUCATION VOCATIONAL SPECIALIST

After a brief discussion, on a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Special Education Vocational Specialist as presented, by a vote of 3-0. Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)

ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: WAREHOUSE WORKER/DELIVERY DRIVER

After a brief discussion, a motion was made by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Warehouse Worker/Delivery Driver presented, by a vote of 3-0. Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM G5 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: FISCAL TECHNICIAN II

After a brief discussion, on a motion by Ms. Campbell seconded by Ms. Stallings, MSCU to approve the new classification specification for Fiscal Technician II was approved as presented and allocated to salary range 230 on the Classified Represented Salary Schedule, by a vote of 3-0. Ayes – 3/ Campbell, Stallings, 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/ Stallings, Campbell, 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 5:27 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: June 27, 2022


Subject: Recognition and Honoring of Classified Retirees

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.

- Kristie Wallace, School Administrative Assistant I, Mound
 - Retired June 30, 2022 – 22 years of service



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: July 27, 2022

Subject: Ratification of Excess Vacation Carry-Over Approvals

As part of the year-end closing process, vacation balances remaining on the books for classified employees as of June 30th are processed according to the Contract of Agreement between VESPA and VUSD, and/or the Personnel Commission Rules and Regulations.


Twelve (12) month employees may carry over a maximum amount of vacation equal to the employee's current year's vacation entitlement plus five (5) days. It is District policy that accumulations over this amount will not be allowed, and any excess vacation hours will be paid off. However, under some circumstances, excess vacation leave may be carried over into the next fiscal year with the approval of the Director of Classified Human Resources. Excess vacation may only be carried over due to compelling reasons, and we request a reasonable time period in which the employee will use this excess vacation time. Employees with excess vacation balances are notified accordingly, and if they wish, may submit a request to carry over excess vacation time. The requests are reviewed by the Director of Classified Human Resources for approval; and the approvals are then presented to the Personnel Commission for ratification.

We received a total of six (6) requests. The Personnel Commission is being provided with a list of the approved requests for these employees.

It is recommended that the Personnel Commission ratify the six (6), approved vacation carry-over requests as presented.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: July 27, 2022

Subject: Approval of Revised Classification Specification
Office Assistant

The Ventura Unified School District is planning recruitment efforts to fill vacant Office Assistant positions. In preparation of filling these positions, 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 clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Pool Attendant-Custodian as presented.

Attachment: proposed classification specification for Office Assistant



For the future of every student

CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned school or District office, department or program; answer phones and greet and assist visitors and staff.

DISTINGUISHING CHARACTERISTICS:

The Office Assistant classification provides general clerical support for a school or District office, department or program. The Senior Office Assistant performs complex work in a specialized clerical area. Incumbents work independently with accountability for a designated function of an assigned site, program or service.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school or District office, department or program including typing, filing and duplicating materials; compile, assemble and verify a variety of data and information; review and process a variety of materials.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take, retrieve and relay messages as appropriate; schedule and arrange appointments, meetings and other activities as directed; refer callers and visitors to other offices as appropriate.

Prepare, print, distribute, collect, verify and file various forms, applications and paperwork; compile, assemble and distribute packets and folders; review and verify accuracy and completeness of various forms and documents.

Input data into an assigned computer system; maintain automated records; generate computerized reports and documents as requested; review input and output data for accuracy.

Receive, greet and direct visitors; respond to inquiries and provide a variety of general information to District personnel, outside agencies and the general public.

Type letters, lists, memoranda, forms, bulletins, flyers, labels, notices, reports or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments

Compile information and maintain a variety of records and logs related to assigned programs, services and activities; prepare routine reports; establish and maintain filing systems; review and verify accuracy and completeness of various documents.

Communicate with students, parents, personnel and outside agencies to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Receive, sort and distribute mail as required; prepare outgoing mail for distribution.

Monitor inventory and maintain inventory of office and other designated supplies as required; assist with ordering, receiving and maintaining inventory of office supplies

Arrange, reserve, prepare and set up facilities, supplies and services for meetings, workshops or other events as required.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

~~OTHER DUTIES:~~

Perform **other** related duties as assigned **that support the overall function of the position.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

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

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school or District office, department or program.

Learn basic terminology, processes and operations of assigned office.

Answer telephones and greet the public courteously.

Type or input data at an acceptable rate of speed.

Operate a variety of standard office equipment including a computer and assigned software.

Maintain various records and files.

Understand and follow oral and written directions.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and one year of general clerical experience.

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

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 or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission:


06/18/2008

Revised:

Proposed revisions to PC for review and approval 07/27/2022



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: July 27, 2022

Subject: Approval of Revised Classification Specification
School Office Receptionist

The Ventura Unified School District is planning recruitment efforts to fill a vacant School Office Receptionist position. In preparation of filling this position, 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 clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Pool Attendant-Custodian as presented.

Attachment: proposed classification specification for School Office Receptionist



For the future of every student

CLASS TITLE: SCHOOL OFFICE RECEPTIONIST

BASIC FUNCTION:

To operate a computerized network telephone system receiving and routing telephone calls to appropriate departments/personnel; to provide information to callers; and to greet and direct visitors to appropriate departments/personnel. Employees in this classification receive general supervision within a framework of well-defined policies and procedures. Employees in this job class train, coordinate, and monitor the work of student assistants. Positions in this job class function as receptionist in a high school office and are responsible for the timely and accurate transfer of calls and messages to appropriate school personnel. This job class requires effective communication skills.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Operates a computerized telephone network system.

Receives incoming calls; routes calls to proper departments/personnel

Places, receives, and completes long distance calls

Takes telephone messages and distributes to appropriate office or personnel

Greets visitors, determines their needs and directs them to appropriate departments or staff members

Answers questions and provides information regarding school standards, policies, procedures, etc.

Receives and transmits various reports, statements, and documents to proper personnel

Maintains telephone logs of long distance calls

Maintains routine operational records, calculating totals and subtotals.

Performs routine clerical duties such as typing, filing, proofreading, mail sorting, etc.

Opens, arranges, alphabetizes, sorts, dates, and time stamps, and/or delivers mail

Prepares routine reports and correspondence

Operates standard office equipment such as typewriter, calculator, copier, computer, keyboard, metered stamp machine, etc.

Establishes and maintains files as assigned

Trains and monitors the work of students in the proper operation of the switchboard, message taking, mail distribution, and Xerox copies

OTHER DUTIES:

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

Perform other related duties as assigned that support the overall function of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office procedures and practices.

Proper English usage, grammar, punctuation, and spelling.

ABILITY TO:

Learn the proper operation of and efficiently operate a computerized telephone network system.

Understand and follow both oral and written directions.

Effectively communicate in both oral and written forms.

Operate standard office equipment including calculator, typewriter, copier, etc.

Operate a keyboard at an acceptable rate.

Maintain routine records and files.

Accurately perform routine mathematical calculations including adding, subtracting, multiplying and dividing.

Establish and maintain effective work relationships with others

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above.

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and telephone console.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission:

04/20/1995

Revised:

09/17/2008

Proposed revisions to PC for review and approval 07/27/2022



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 07/27/2022

New Hires

Last Name	First Name	Job Class Description	Date
Cogburn	Katie	Human Resources Specialist	06/28/22
Hernandez	Wilfrido	Custodian	07/18/22

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Allison	Theresa	Director of Maintenance & Operations	07/30/22
Bordelon	Tiffany	Paraeducator III	06/16/22
Camarena	Kena	School Support Secretary	06/13/22
De La Cruz	Josephine	School Administrative Assistant I	08/01/22
Kazeminejad	Masumeh	Paraeducator III	06/16/22
KellnerElizarraras	Lissa	Office Assistant	08/17/22
Lopez	Elizabeth	Paraeducator III	06/01/22

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Aguilar	Victor	Custodian	06/18/22
Blackwell	Janice	Purchasing Specialist	06/18/22
Bruders	Angela	Fiscal Technician I	06/22/22
Couch	Michael	Custodian	06/24/22
Hernandez	Ivan	Fiscal Technician I	06/17/22
Lopez	Alexia	Child Nutr Assist I	06/10/22
Randolph	Wesley	Child Nutr Assist I	06/10/22
Siebler	Yvonne	Certified Spch/Lang Path Asst	06/17/22

Limited Term, Provisional

Last Name	First Name	Job Class Description	Date
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Apodaca Escobedo	Ernesto	Para-Aftr Schl Prog	06/01/22
Avelar De Sandoval	Ma De Lourdes	Custodian	07/01/22
Beltran	Joshua	Custodian	07/01/22
Buenrostro	Gabriel	Custodian	06/01/22
Camacho	Elizabeth	Child Nutr Assist II	06/01/22
Chavez	Erica	Custodian	07/01/22
Chavez	Maria	Child Nutr Assist I	07/01/22
Colborn	Cheri	School Administrative Assistant I	07/01/22
Coronel	Lisa	Licensed Nurse III	07/01/22
Corral	Marie	HR Assistant	06/01/22
De La Rosa	Laura	HR Assistant	06/01/22
Elizarraras	Louis	Campus Supervisor	07/01/22
Ellison	Heather	Paraeducator I	07/01/22
Gomez	Patricia	Custodian	07/01/22
Gonzalez	Paula	Campus Support Asst	06/01/22
Herrera	Alice	Health Technician	06/01/22
Herrera	Alice	Campus Support Asst	06/01/22
Jimenez	Susana	PE Attendant	06/01/22
Licea	Christopher	ASB I	06/01/22
Lopez Beltran	Victor	Custodian	07/01/22
Curtis	Mackenzie	Student Worker	07/01/22
McLaughlin	Eric	Transp Assist	06/01/22
Miranda Jr	Manolito	Custodian	06/01/22
Navarro-Villegas	Raymundo	Campus Sup Assistant	07/01/22
Nicol	Summer	CTE Supp Spec	07/01/22
Rocha	Victoria	Custodian	07/01/22
Sanchez	Suzanna	HR Assistant	06/01/22
Tang	Yun	Lang Supp Tutor	07/01/22
Walker	Lori	Child Nutr Asst I	06/01/22
Woertink	Mallory	Health Technician	06/01/22
Zaragoza	Matthew	Custodian	06/01/22

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Decker	Ashley	Nutrition Specialist	06/30/22
Hughes	Tina	Child Nutrition Assistant II	06/17/22
Morales Ceres	Mariela	Paraeducator II	07/06/22
Morgan	Heather	Child Development Teacher	06/30/22
Sheydayi	Susan	Special Education Vocational Specialist	06/30/22
Wallace	Kristie	School Administrative Assistant I	06/30/22

Leave of Absence

Last Name	First Name	Job Class Description	Date
Hulce	Patricia	Senior Office Assistant	06/30/2022-06/30/2023 Unpaid
Lopez	Daniel	Mechanic I	07/04/2022-07/15/2022 Unpaid
Rico	Cristina	Paraeducator II	06/01/2022-11/30/2022 Unpaid
Sanchez	Jose	Trades Maintenance Worker II	06/23/2022-07/06/2022 Parental Leave
Tapia Gobuyan	Juana	Language Assessment Specialist	07/01/2022-07/29/2022 Parental Leave

Change of Status

Last Name	First Name	Job Class Description	Date

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Hernandez	Kristian	Network and Systems Specialist-C22	6/1-3;6-10;13-17;20-24;27-30/2022
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Covering for EE who is WOC

Bauleke	Kevin	Lead Technology Specialist-C25	6/1-3;6-10;13-17;20-24;27-30/2022
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Covering for EE who is on LOA

Estrada	Joe	Custodial Trainer - Coordinator-F36	6/1-3;6-7;27-30/2022
Lassich	Esteban	Building Trades Mechanic-F57	6/1-3;6-10;13-17;20-24;27-29/2022
Sanchez	Jose	Plumber I-F53	6/1-2;6-8;10;13-17;20/2022
MedozaLopez	Rafael	Trades Maintenance Worker II-F59	6/18;20-24;27-30/2022

Limited Term Assignment/Extra Help

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Other Reasons

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