



CLASSIFIED

PERSONNEL COMMISSION

ANNUAL REPORT

2021 / 2022

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For the future of every student.

Our promise

When it comes to delivering an education that prepares students for a future in the world today, a one-size-fits-all approach no longer suffices. Students must be able to think critically, approach problem-solving with agility and creativity, be open to exploration, and adapt to new ideas and pathways they will invariably encounter throughout their lives.

At Ventura Unified School District, we cultivate a wealth of diverse academic programs so every student in our community has the chance to explore and engage with a learning environment that not only challenges them academically, but also promotes their growth as people, scholars, and citizens of the world, in an open and positive environment.

Our passion is to help the children in our schools find their passion—academically and personally—believing that each and every student has a brilliant future ahead of them.



Our pillars

We are committed to providing:

- a safe, healthy, and positive learning environment in every school
- rigorous and relevant academics that challenge each student
- engaging settings that stimulate curiosity and empower students to have a voice in their learning
- real world experiences and connections in and out of the classroom to cultivate creativity, critical thinking, and an appreciation for the world in which we live
- consistent, enthusiastic and unwavering encouragement of each and every child—so they can discover who they want to become and be academically, personally, and socially

Our young people are the future of our community and our world. It is incumbent on all of us to become deeply involved in their success, so each student has the freedom, support and resources they need to find their future.

Vision and Mission



Vision



In the Ventura Unified School District all students will receive an exemplary and balanced education fostering a lifelong passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

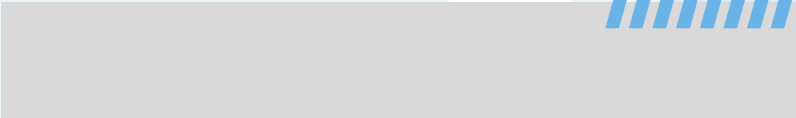
Mission



The Ventura Unified School District will educate all students in safe, healthy and high-performing schools.

We will...
Inspire all students to excel academically, honor the unique qualities and diverse backgrounds of all students, build supportive relationships, guide all students to reach their full potential, motivate all students to successfully pursue their chosen life paths, and engage all students to become responsible and contributing members of society.

Principles



- Every student can learn.
- We will make decisions in the best interest of students.
- We will value and celebrate diversity, and treat all people with dignity and respect.
- We will operate in a fiscally responsible manner.
- We will work as a team.
- We will maintain a working environment that promotes professional growth and excellence.
- We will celebrate and recognize success, creativity and achievement through a variety of indicators.
- We will embrace families and community as partners in education.

Merit System and Personnel Commission

The Merit System

The merit system, first institutionalized in the United States with the passage of the Civil Service Act of 1883 and later in California's school system in 1936, is, simply stated, a fair and equitable personnel management system for classified employees. Incorporating a system of rules and procedures, similar to civil service, the Personnel Commission is the mainstay of the merit system. It is an independent body composed of the three persons appointed for three-year staggered terms. The fundamental purpose of the merit system and the Personnel Commission is to ensure that classified employees are selected, promoted and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The California Education Code empowers and sets forth the responsibilities of the Personnel Commission. In addition to its responsibility for setting policy with regard to the Human Resources management function for all classified employees (represented, Management and Confidential), the Personnel Commission has the responsibility for serving as the body that hears appeals of disciplinary actions taken against permanent Classified employees by the Board of Education.

Personnel Commission

The Personnel Commission is an independent body composed of three persons appointed for three-year, staggered terms, with the term of one member expiring each year. The Commission is composed of a member appointed by the District's Board of Education, and a member recommended by the classified employees of the district (VESPA) and approved by the Board of Education. Those two appointees, in turn, appoint the third member. At its first regularly scheduled meeting in December, the Commission elects one of its members to serve as Chairperson and another of its members to serve as Vice Chairperson for a one-year term.

The Personnel Commission regularly meets on the third Wednesday of each month at 4:30 p.m., unless otherwise posted. Meetings are held at the Education Service Center, located at 255 W. Stanley Avenue in Ventura. Classified employees, as well as all other district employees and the public, are encouraged to attend.

We are grateful for the time Commissioners invest volunteering in their role to serve the classified service, and the valuable partnership they offer in supporting a successful future for the students of the Ventura Unified School District.

Commissioners



Cathi Stallings
VESPA Appointee

Chair 2021

Cathi Stallings was appointed to the Commission as the classified employees' appointee in December 2019. Ms. Stallings retired from VUSD after 33 years of service. Ms. Stallings served in various classified positions during her career with VUSD, and most recently worked as an Administrative Specialist in the Curriculum & Instruction Department. In addition, Ms. Stallings was a collaborative leader for the Ventura Education Support Professionals Association, and served as Negotiations Chair for many years. Ms. Stallings' experience as a union leader allows her to identify the needs of classified employees and champion providing exceptional personnel services to the employees and community of VUSD.



John Walker
Joint Appointee

Vice Chair 2021

John Walker was appointed as the Joint Appointee in June 2020 to finish out Mr. Lacey's term through December 1, 2021. Mr. Walker previously served as a VUSD Board of Education Member for 29 years, 1989 - 2018. In addition, after retiring from his 34 year career with Verizon, Mr. Walker went on to serve as the Classified Human Resources Director for Ojai Unified School District, and in post-retirement continues to assist their Personnel Commission. VUSD is grateful for the experience Mr. Walker brings to his role as a Personnel Commissioner, as well as the history and connection he has with the District.



Anne Campbell
Board Appointee

Member 2021

Anne Campbell was appointed as the Board's Appointee to the Commission in December 2020. Ms. Campbell retired from the Ventura Unified School District in 2020 with over 24 years of service to the students of our District. She began her career as a classified employee, and then moved into a certificated role as a Teacher. In addition, she has private industry experience, and served many years as a volunteer in many capacities. Ms. Campbell's unique combination of experiences provides a well-rounded foundation in the role she serves as a Commissioner.

Classified Employees



878

REGULAR CLASSIFIED
EMPLOYEES

320

SUBSTITUTE &
EXEMPT EMPLOYEES



22

MANAGEMENT
EMPLOYEES

7

CONFIDENTIAL
EMPLOYEES



Classification and Compensation

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classification with occupational hierarchies and developing written class specifications. The process is the result of a job analysis which includes interviews, questionnaires completed by incumbents and supervisors, as well as research on job classifications from other districts or agencies. Salary studies and surveys are conducted for the purpose of attracting and retaining quality personnel and ensuring like pay for like work.

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New Classifications

- Board Certified Behavior Analyst
- Fiscal Specialist
- Fiscal Technician
- Health Services Prevention Program Specialist
- Purchasing Specialist
- Social Worker
- Student Data Specialist I
- Talent Acquisition Specialist
- Transportation Support Assistant

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Study Requests & Reclassifications

- Child Nutrition Asst III (Elementary) to Child Nutrition Manager (Elementary)
- Employee Benefits Specialist to Risk Management Specialist
- Noon Duty to Campus Support Assistant

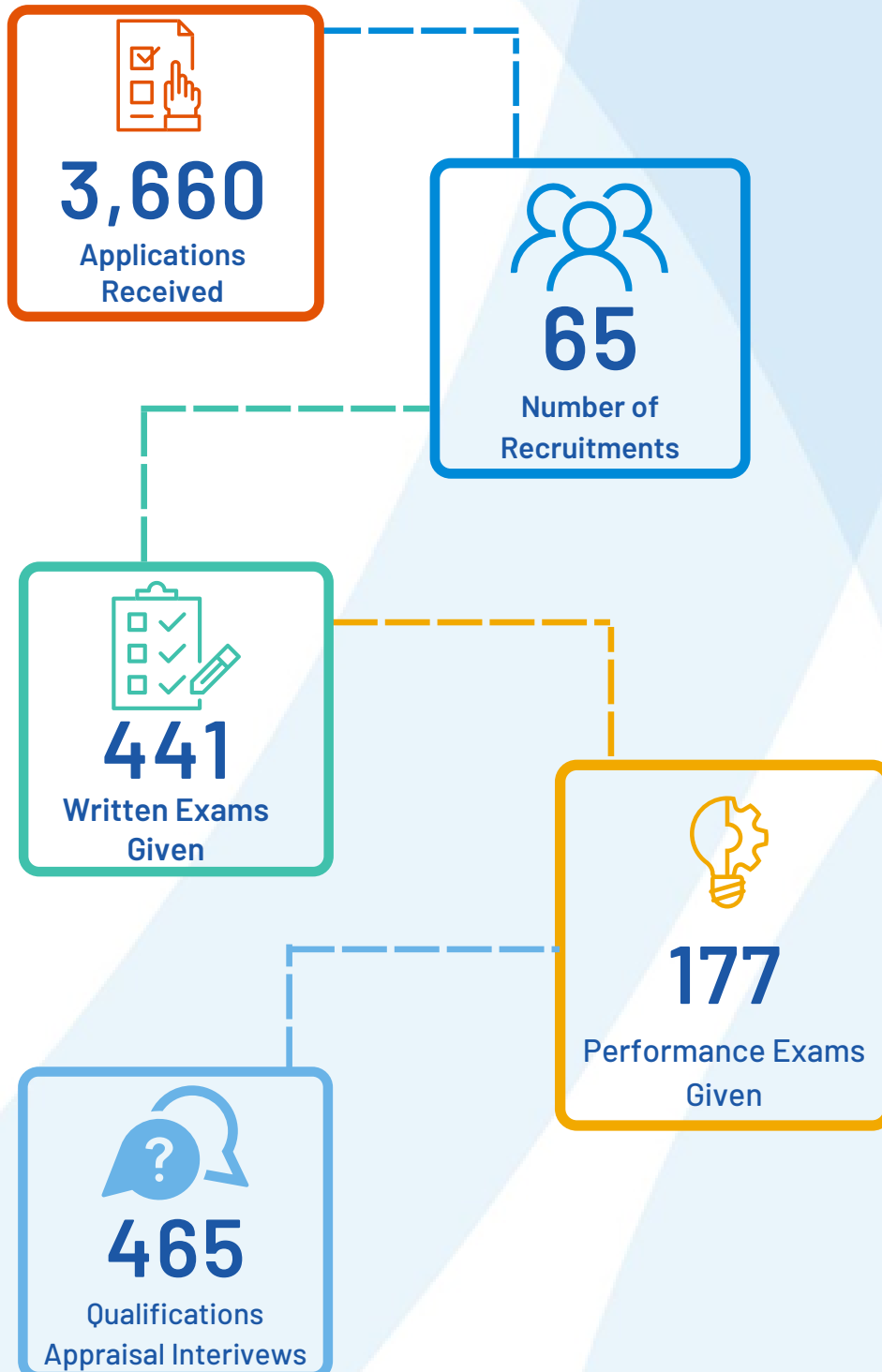
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Classification Revisions

- Accounting Assistant
- Accounting Technician
- ASB Accounting Technician
- Behavior Support Assistant
- Child Development Teacher
- Facilities Planner
- Human Resources Specialist
- Human Resources Technician
- Locksmith
- Paraeducator III
- PE Equipment Attendant
- Plumber I
- Registered Associate
- Special Education Vocation Specialist
- Special Projects Technician
- Sprinkler Systems Technician
- Student Data Specialist II
- Warehouse Worker/Delivery Driver

Recruitment & Selection Activity

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant federal and state laws, regulations, guidelines, and professional standards.



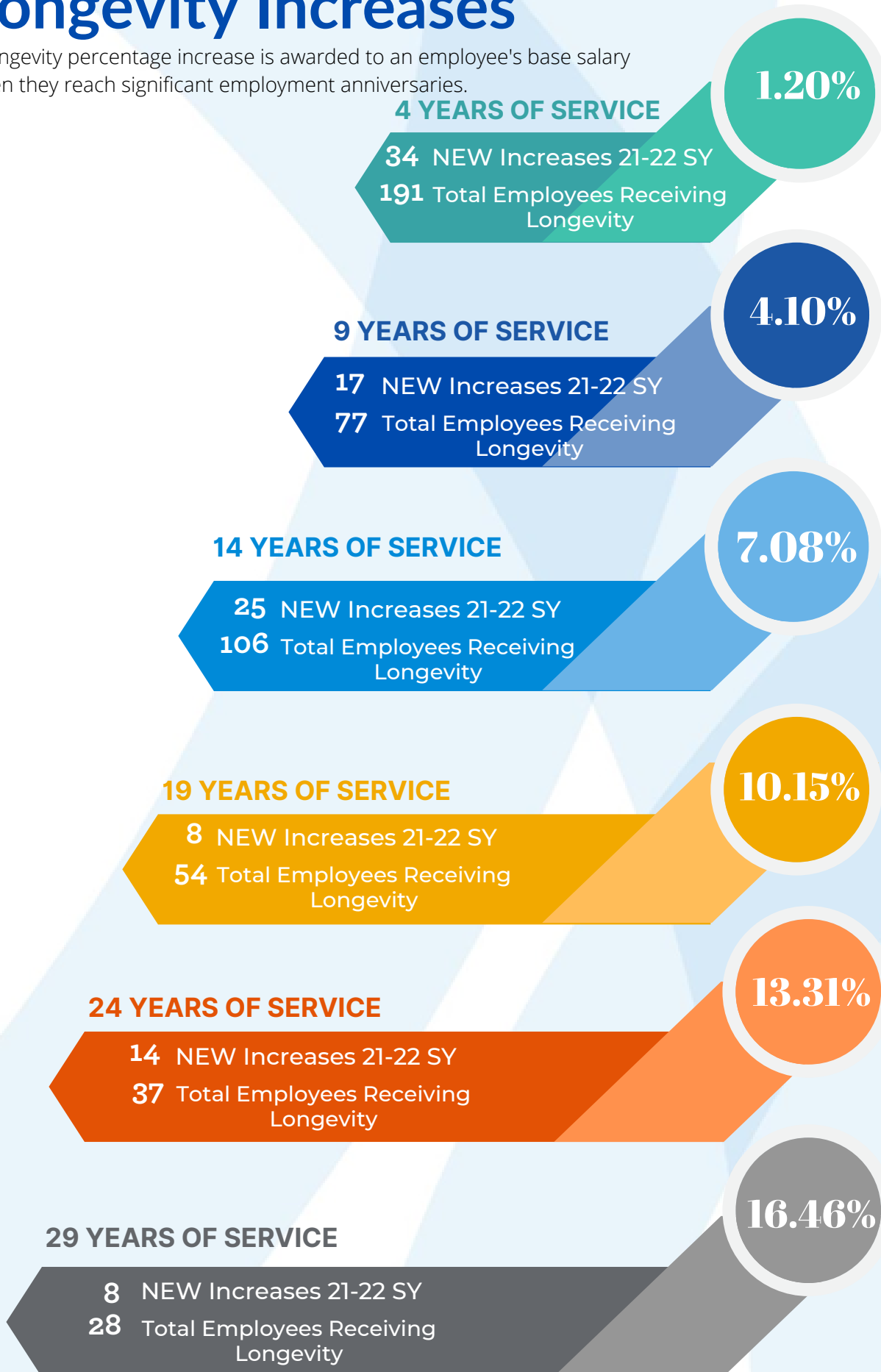
Transaction Summary Report

TRANSACTIONS	20-21	21-22
New Hires	55	111
Promotions Awarded	31	42
Appointment to Additional Positions	05	07
Limited Term & Exempt Appointments	287	705
Change of Status	116	178
Leave of Absence without Pay	88	45
Working Out of Classification	290	398
Separation from Service	117	109
Permanent Status	54	132
Disciplinary Actions	00	01
Release from Probation	01	00
Transaction Total	1,044	1,728

For the future of every student.

Longevity Increases

A longevity percentage increase is awarded to an employee's base salary when they reach significant employment anniversaries.



Recognizing Retirees

We honored our classified employees who retired after their years of faithfully serving our community.

02
years

William Damerell
- Bus Driver

09
years

Sheree Smyle-
Employment Training
Assistant & Job
Developer

11
years

Paul Abbe-
Custodian

13
years

Jeanette
WestonLongstreet-
Senior Office
Assistant

16
years

Carol Jennifer
Petree
- Paraeducator II

16
years

Michelle Stiles-
Paraeducator II

18
years

Leba
Blanchard-
Facilities Use
Technician

19
years

Antonio Rojelio
Mechanic II
In memorial

22
years

Kristie Wallace -
School Admin Asst I

25
years

Barbara Luttrell-
Paraeducator II

28
years

Leona Jones-
Paraeducator II

29
years

Tina Hughes-
Child Nutrition Asst II

30
years

Lupe Gallegos -
Custodial Training
Coordinator

31
years

Gloria Alcalá-
Library Techn II

33
years

Patrick Hackett-
Custodian

38
years

Rosaura Cortez-
Executive Assistant

For the future of every student.

CELEBRATE!

We celebrated our classified employees for their many years of loyal service to our students and the District.



- **Rosa Alcantar**, Senior Office Asst
- **David Glass**, Paraeducator I
- **Frank Gomez**, Graphics Supervisor
- **Dianne Gonzalez**, Computer/Telephone Supp Spec
- **Elizabeth Kelsch**, Health Technician
- **Shari Lassich**, Custodian
- **Frank Navarette**, Custodian
- **Teresa Roots**, Administrative Specialist
- **Blanche Ruby**, Paraeducator II
- **Maria Tellez**, Paraeducator I
- **Robin Toderello**, Attendance Asst



- **Jennie Barrios**, Child Nutrition Manager- Elementary
- **Troy Leach**, Database/Network Analyst
- **Sherry Manley**, Human Resources Mgr - Cert
- **LuMay Parr**, Child Nutrition Assistant I
- **Elizabeth Prado**, School Administrative Assistant III
- **Enrique Robledo**, Building Trades Mechanic



- **Anita Aguirre**, Bus Driver
- **Mary Alsip**, Paraeducator II
- **Naomi Szabados**, Paraeducator III

In addition to the longevity awards given, we recognized 61 other employees reaching employment milestones: of **10**, **15** and **20** years of service!

Meet the Team



Pictured left to right: Katie Cogburn, Rita Montejano, Jackie Lopez, Andrea Crouch, Belen Gonzalez, Reina Murillo, and Maria Lopez.

Andrea Crouch, Director of Classified Human Resources:

Administers the classified employee human resources function in conformity with merit system laws and rules of the Personnel Commission, and assures compliance with District policies and procedures, and applicable federal, state and local laws; plans, organizes and directs the human resources program for classified employees that enhance cultural and ethnic diversity, including recruitment, examination, classification, salary and employee relations; supervises the operations of the Classified Human Resources Department; serves as advisor to the negotiations team; and acts as secretary to the Personnel Commission.

Belen Gonzalez, Human Resources Supervisor:

Serves as a strategic partner in providing consultation to personnel, administrators, applicants and others regarding classified human resources operations and activities; responding to inquiries and providing technical information and guidance concerning recruitment and selection, laws, rules, regulations, processes, policies and procedures.

Reina M. Murillo, Human Resources Analyst (Confidential):

Performs technical human resources work related to position classification; compensation; recruitment and examinations. Assists department and Personnel Commission by coordinating and serving as the primary resource for the support activities of the department. Also participates as a resource representative in the collective bargaining process, and takes and transcribes minutes of negotiations sessions.

Jackie Lopez, Talent Acquisition Specialist:

Focuses on talent acquisition, devising sourcing strategies for potential applicants, and creating content to be used on various platforms, using different niche channels and social media outlets. Also researches effective recruitment advertising methods and builds relationships with local colleges, universities, community agencies and business partners to attract qualified applicants. Participates in the development of programs related to employee onboarding, engagement, retention and recognition.

Meet the Team

Katie Cogburn, Human Resources Specialist

Performs a variety of specialized human resources duties in support of recruitment and selection, and employment screening and processing. Works closely with school site personnel to coordinate sub assignments, and serves as a lead managing the absence management tracking system (Frontline). Expert HR partner in acquiring talent and placing in appropriate assignments where strengths best serve our students, programs, sites and support services.

Alexandria Willoughby, Human Resources Specialist

Performs a variety of specialized human resources duties in support of recruitment and selection, and employment screening and processing. Works closely with school site personnel to coordinate sub assignments, and serves as a lead managing the absence management tracking system (Frontline). Expert HR partner in acquiring talent and placing in appropriate assignments where strengths best serve our students, programs, sites and support services.

Rita Montejano, Human Resources Technician

Performs technical human resources work to support classified recruitment, examination, and selection, and provides procedural guidance to staff and applicants. Fosters relationships and works closely with other merit system district personnel within the County to provide professional experts to serve on interview panels as part of the examination process.

Maria Lopez, District Receptionist

Serves as the District receptionist, answering and directing telephone calls to appropriate personnel; greets and assists visitors, determines nature of business and directs to appropriate destination; performs a variety of clerical duties in support of District operations.

thank
you

On behalf of the Personnel Commission and all of us in the Classified Human Resources Department...

"THANK YOU!" for supporting the Commissions' activities during the past fiscal year, and for your dedication supporting our students and families."

#VUSDgreatplacetowork



For the future of every student

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