

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, March 10, 2022 - 4:00 P.M.**

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on February 10, 2022.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. Revision of Merit System Rule 2.2.1 "Regular Meetings" – 2nd Reading **Action**
It is recommended that the Personnel Commission approve the revision to Merit System Rule 2.2.1.

G. NEW BUSINESS – ACTION OR INFORMATION

1. Establishment of a 4.0-hour Human Resources Assistant position for the Personnel Commission Office **Action**
2. Eligibility lists for Custodial Supervisor, Director-Maintenance & Operations, Executive Assistant-Confidential, Media & Web Communications Specialist-Bilingual, and Office Assistant (Bilingual) **Action**
3. Personnel Activity Report for February 9, 2022 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957

Title: Executive Director-Human Resources-Classified

K. RECONVENE TO PUBLIC SESSION

The Personnel Commission will report on formal action, if any, taken during closed session.

L. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

February 10, 2022

ROLL CALL

COMMISSION MEMBERS

Present:

Karen Harrison (Djernaes), Chair

Jeff Steiger, Vice-Chair

Tommie Sanchez-Reyes, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources

Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:01 p.m.

APPROVAL OF MINUTES

January 20, 2022

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED AND APPROVED TO INCLUDE A REQUESTED REPORT ON THE WORKLOAD OF THE PERSONNEL COMMISSION OFFICE STAFF UNDER COMMISSION COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

CSEA Report

Commissioner Sanchez-Reyes read aloud a message from CSEA President, Ilda Sanchez, providing information on negotiations and CSEA/HR monthly meetings.

District Report

Executive Director-Certificated HR, Edd Bond, reported on professional development for classified staff and assistance for instructional staff interested in teaching assignments.

Director's Report

Executive Director-Classified HR, Cynthia Carrillo, provided a director's report to the Commission which included recognition of the Classified HR office staff; information on the workload for the Personnel Commission office staff; information on duties for an additional Classified HR staff member; establishing proctoring script processes and information on the new absence management system.

OLD BUSINESS

None

NEW BUSINESS

Revision of Merit System Rule 2.2.1 'Regular Meetings'- 1st Reading -- Information. Approved by consensus.

Eligibility lists for Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) and Instructional Assistant-Special Education (Bilingual & Non-Bilingual) – Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Reports for January 12, and January 26, 2022 - Information.

Approved by consensus.

COMMISSION COMMENTS

Commissioner Harrison thanked the HR Director for continually recognizing Classified HR Staff.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, March 10, 2022.

ADJOURNMENT

The meeting was adjourned at 4:27 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, February 10, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

2.2 MEETINGS OF THE COMMISSION

2.2.1 REGULAR MEETINGS

Subject to cancellation or proper change, the Commission shall meet on the 3rd 2nd Thursday of each month at 4:00 p.m. in the Santa Paula Unified School District Human Resources Office, 500 E. Santa Barbara Street, Santa Paula. Whenever the regularly scheduled meeting date happens to fall on a holiday, the Commission shall (at a prior regular meeting) take an action to designate another date for its meeting. In cases of emergency, the Commission may meet at some other time and/or place, provided that at least seventy-two (72) hours' notice is given to employee and administration representatives and posted on the Commission's official bulletin board.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 16, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Custodial Supervisor** Eligibility List has been completed.

Recruitment type:	<u>Open</u>
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Number of District employees that applied	00
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Number of Applications	08
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Number of Applicants Tested (qualification/appraisal)	03
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Number of Applicants Passing Test	03
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Number of Applicants to be Certified	03
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INTERVIEW COMMITTEE:

Samuel Blanton, *Director of Maintenance & Operations* - Lompoc Unified School District

Robert Pennington, *Facilities Manager* – Ventura Unified School District

It is recommended that the Eligibility List for **Custodial Supervisor** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 9, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Director-Maintenance & Operations Eligibility List has been completed.

Recruitment:	<u>Open</u>
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Number of District employees that applied:	01
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Number of Applications	06
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Number of Applicants Tested (written)	00
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Number of Applicants Tested (oral qualifications)	05
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Number of Applicants Passing Test	05
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Number of Applicants to be Certified	05
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INTERVIEW COMMITTEE:

Samuel Blanton, *Director of Maintenance & Operations*—Lompoc Unified School District

Kevin Schmitz, *Director of Maintenance, Operations & Trans*—Fillmore Unified School District

It is recommended that the Eligibility List for Director-Maintenance & Operations be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 18, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Executive Assistant-Confidential** Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

02

Number of Applications

06

Number of Applicants Tested (written)

04

Number of Applicants Tested (oral qualifications)

03

Number of Applicants Passing Test

03

Number of Applicants to be Certified

03

INTERVIEW COMMITTEE:

Teresa Acosta, *Executive Assistant* – Lompoc Unified School District

Irma Mendez, *Secretary to Superintendent*– Fillmore Unified School District

It is recommended that the Eligibility List for **Executive Assistant-Confidential** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 3, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Media & Web Communications Specialist-Bilingual** Eligibility List has been completed.

Recruitment:	<u>Open and Promotional</u>
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Number of District employees that applied:	00
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Number of Applications	03
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Number of Applicants Tested (written)	00
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Number of Applicants Tested (oral qualifications)	03
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Number of Applicants Passing Test	02
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Number of Applicants to be Certified	02
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INTERVIEW COMMITTEE:

David Schermer, *Director of Communications*– Ventura County Office of Education

Patti Blair, *Director of Public Affairs & Marketing*–Ventura County Community College District

It is recommended that the Eligibility List for **Media & Web Communications Specialist-Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 10, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Office Assistant (Bilingual) Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

00

Number of Applications

08

Number of Applicants Tested (written)

04

Number of Applicants Tested (oral qualifications)

04

Number of Applicants Passing Test

03

Number of Applicants to be Certified

03

INTERVIEW COMMITTEE:

Kimberley Battung, *Senior Administrative Assistant*– Simi Valley Unified School District

Natalie Mendez, *Receptionist/Office Assistant*–Pleasant Valley School District

It is recommended that the Eligibility List for Office Assistant (Bilingual) be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 9, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE
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PROBATIONARY ASSIGNMENT

Irving Garcia	Technology	Computer Technician	8.0 hrs/day	01/31/22
Micah O'Leary	Technology	Network Technician	8.0 hrs/day	01/31/22
Amanda Tobias	Webster	Instructional Asst.-Speech	5.5 hrs/day	01/31/22
Jenae Quintana	DO	Administrative Asst. II	8.0 hrs/day	02/01/22

CHANGE IN ASSIGNMENT

Athena Cabral	SPHS	Instructional Asst.-Sp Ed.	6.0 hrs/day	01/13/22
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RESIGNATION

Raymond Flores	Isbell	Instructional Asst.-Sp Ed.	5.5 hrs/day	02/01/22
Leticia Lepe	Thille	Child Nutrition Serv. Asst. I	2.0 hrs/day	02/10/22
Christian Leon	Maintenance	Grounds Maint. Worker	8.0 hrs/day	02/03/22

LIMITED TERM

Maithe Casimiro	RHS	School Office Asst.	3.5 hrs/day	09/20/21-03/20/22
Regina Gaeta	Glen City	Custodian (Saturday Sch.)	8.0 hrs/wk	11/06/21-05/21/22
Luis Perez	Glen City	Custodian (Saturday Sch.)	8.0 hrs/wk	11/06/21-05/21/22
Joel Ramos	Glen City	Custodian (Saturday Sch.)	8.0 hrs/wk	11/06/21-05/21/22
Gilbert Zamora	Glen City	Custodian (Saturday Sch.)	8.0 hrs/wk	11/06/21-05/21/22
Luzmaria Espinosa	DO	Inst. Asst.-Bilingual	3.0 hrs/day	01/06/22-06/06/22
Jessie Puga	Isbell	School Office Asst.	6.0 hrs/day	01/10/22-06/03/22
Eric Castaneda	Webster	Campus Supervision Asst.	3.0 hrs/day	01/12/22-01/13/22
Jessica Esquivel	Webster	Campus Supervision Asst.	3.0 hrs/day	01/12/22-01/13/22
Bianca Hernandez	Webster	School Office Asst.	2.0 hrs/day	01/12/22-01/13/22
Alejandra Lozano	SPHS	School Office Asst. (Bil.)	8.0 hrs/day	01/20/22-06/30/22
Susanne Catalano	Thille	School Office Asst.	Not to exceed 20 hrs/wk	01/26/22-04/08/22

February 9, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
February 9, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUBSTITUTES				
Kirk Larson		Campus Security Officer		01/03/22
Rudy Vasquez		Custodian		01/05/22
Vincent Phan		AVID Tutor		01/13/22
Valeria Arenas		Student Worker		01/28/22
Jose Parocua		Student Worker		01/28/22
Sofia Ortiz Guterrez		Campus Supervision Asst.		02/02/22