Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, December 16, 2021 - 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 November 18, 2021.

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. Director’s Report

F. OLD BUSINESS – ACTION OR INFORMATION
   1. None

G. NEW BUSINESS – ACTION OR INFORMATION
   1. Administration of Oath of Office – CSEA’s Appointee – Personnel Commissioner – Tommie Sanchez-Reyes
      Action
   2. Election of Chair
      Action
   3. Election of Vice-Chair
      Action
   4. Scheduling of Regular Meetings
      Action
   5. Annual Report 2020/2021 Draft
      It is recommended the Personnel Commission approve the 2020/2021 Draft of the Annual Report
      Action
   6. Approval of initial salary placement for Director of Technology at step 4
      Action
   7. Eligibility lists for Accounting Technician, Administrative Assistant II and Director - Technology
      Action

H. COMMISSION COMMENTS
I. **SCHEDULE NEXT REGULAR MEETING**
   1. January 20, 2022

J. **ADJOURNMENT**
PERSONNEL COMMISSION MINUTES

November 18, 2021

ROLL CALL

COMMISSION MEMBERS

Present:
Mary Lowe, Chair
Jeff Steiger, Member

Absent:
Karen Harrison (Djernaes), 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 Chair Lowe at 4:06 p.m.

APPROVAL OF MINUTES

October 21, 2021

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

Director’s Report

The HR Director provided a handout to the Personnel Commission outlining current activities in the Classified HR Department. She shared with the Commission that after a school site visit, the Webster School Principal, Jeff Madrigal, complimented our office stating our level of service has increased and was impressed with our department.

The HR Director also noted that this would be the last meeting for Commissioner Lowe, as CSEA will appoint someone else to represent them on the Personnel Commission and thanked Commissioner Lowe for her service.
OLD BUSINESS
None

NEW BUSINESS
Eligibility lists for Campus Supervision Assistant, Instructional Assistant-Speech (Bilingual & Non-Bilingual) and Instructional Assistant-After School Program (Bilingual & Non-Bilingual) – Action.

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION.

The HR Director provided additional summaries on the established eligibility lists.

AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED A 2-0 VOTE.

Personnel Activity Reports for October 13, and November 10, 2021 - Information.

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION.
AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

COMMISSION COMMENTS
Commissioner Lowe thanked staff and noted she learned a great deal during her term as Commissioner.

SCHEDULE NEXT REGULAR MEETING
The next regular meeting was scheduled for 4:00 p.m., Thursday, December 16, 2021.

ADJOURNMENT
The meeting was adjourned at 4:26 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, November 18, 2021, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

2
SANTA PAULA UNIFIED
SCHOOL DISTRICT

Classified Human Resources
PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING SCHEDULE – 2022

Thursday, January 20, 2022
Thursday, February 17, 2022
Thursday, March 17, 2022
Thursday, April 21, 2022
Thursday, May 19, 2022
Thursday, June 16, 2022

July 2022 – No meeting scheduled

August 2022 – No meeting scheduled

Thursday, September 15, 2022
Thursday, October 20, 2022
Thursday, November 17, 2022
Thursday, December 15, 2022

Personnel Commission Meetings are held on the third Thursday of each month,
4:00 pm (per Merit Rule & Regulation 2.2.1)
in the Classified Human Resources Office located at:

500 E. Santa Barbara Street
Santa Paula, CA 93060

Classified HR: 12/8/21
Classified HR Procedures/PERSONNEL COMMISSION MEETING SCHEDULE 2022
the Santa Paula Unified School District to support the school district’s and community of

Personnel Commission

Approved by Personnel Commission: 2020-2021

ANNUAL REPORT

G5

Personnel Commission

School District

Santa Paula Unified

COMMISSION STAFF

Term expires December 1, 2023
Division Director
Jill Settger
Term expires December 1, 2023
Chairperson
Cara A. Ameline
Term expires December 1, 2022
Vice Chairperson
Mary Lowe
Term expires December 1, 2021
Commissioner
Joan Harison

COMMISSIONERS

Personnel

Activities

Personnel Commission

Substitute Personnel Clerk-Classified
Amber Lopez
Human Resources Assistant-Classified
Kris Deans
Human Resources Analyst-Classified
Sonia Bautista
Executive Director - Human Resources
Cynthia J. Cartillo

District

Personnel Commission

The Personnel Commission is composed of a

District

Personnel Commission.

The Personnel Commission is responsible for the classification, administration, and conduct of Human Resources services for the classified and non-classified personnel of the Santa Paula Unified School District.

The Personnel Commission is an independent body.

The Personnel Commission provides a report to the District's Board of Education, which meets in executive session, for the classification, administration, and conduct of Human Resources services for the classified and non-classified personnel of the Santa Paula Unified School District.
**Henry Ford Success**

Together is progress, working together is continuity. Together is a beginning. Keeping that continuity is knowing the people who are working together.

<table>
<thead>
<tr>
<th>Title</th>
<th>Total Number of Applicants</th>
<th>Written Examination Received</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Accepted</th>
</tr>
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<td>101</td>
<td>110</td>
<td>97</td>
<td>87</td>
<td>121</td>
<td>17</td>
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<td>103</td>
<td>110</td>
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<td>111</td>
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**Recruitements**

2019-2020

<table>
<thead>
<tr>
<th>Department</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Administration</td>
<td>60</td>
</tr>
<tr>
<td>Finance</td>
<td>69</td>
</tr>
<tr>
<td>Human Resources</td>
<td>33</td>
</tr>
<tr>
<td>Legal</td>
<td>74</td>
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<tr>
<td>Special Education</td>
<td>3</td>
</tr>
<tr>
<td>Special Programs</td>
<td>3</td>
</tr>
<tr>
<td>Student Assistance</td>
<td>4</td>
</tr>
<tr>
<td>Student Support</td>
<td>4</td>
</tr>
<tr>
<td>Support Services</td>
<td>2</td>
</tr>
<tr>
<td>Technology</td>
<td>57</td>
</tr>
<tr>
<td>Total</td>
<td>301</td>
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**EMPLOYMENT ACTIVITY**

**CLASSIFIED**

<table>
<thead>
<tr>
<th>Department</th>
<th>Positions Offered</th>
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<tbody>
<tr>
<td>Administration</td>
<td>60</td>
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<tr>
<td>Finance</td>
<td>69</td>
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<td>57</td>
</tr>
<tr>
<td>Total</td>
<td>301</td>
</tr>
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</table>

**CLASSIFIED EMPLOYEES**

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<tr>
<th>Position</th>
<th>Number</th>
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<tbody>
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<td>Classified</td>
<td>136</td>
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<tr>
<td>Student Workers</td>
<td>97</td>
</tr>
<tr>
<td>AVID Teachers</td>
<td>13</td>
</tr>
<tr>
<td>Substitutes</td>
<td>88</td>
</tr>
<tr>
<td>Regular Employees</td>
<td>10</td>
</tr>
<tr>
<td>Total Employees</td>
<td>212</td>
</tr>
</tbody>
</table>

**DATA**

<table>
<thead>
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<th>Number</th>
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</thead>
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<td>10</td>
</tr>
<tr>
<td>Total Employees</td>
<td>212</td>
</tr>
</tbody>
</table>
The screening process for the establishment of the **Accounting Technician** Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment type:</th>
<th>Open and Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied</td>
<td>03</td>
</tr>
</tbody>
</table>

Number of Applications: 10  
Number of Applicants Tested (written): 07  
Number of Applicants Tested (qualification/appraisal): 03  
Number of Applicants Passing Test: 03  
Number of Applicants to be Certified: 03

**INTERVIEW COMMITTEE:**

Giovanni Arevalo, *Supervisor of Payroll and Accounting* – Pleasant Valley School District  
Sonia Magana, *Accountant/Internal Auditor* - Ventura County Office of Education  

It is recommended that the Eligibility List for **Accounting Technician** be certified as presented.
The screening process for the establishment of the Administrative Assistant II Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 04

Number of Applications 28
Number of Applicants Tested (written) 07
Number of Applicants Tested (qualification/appraisal) 04
Number of Applicants Passing Test 04
Number of Applicants to be Certified 04

INTERVIEW COMMITTEE:

Terri Moore, Retired Administrative Assistant – Lompoc Unified School District
Dalia Valenzuela-Arenas, Executive Assistant - Oxnard School District

It is recommended that the Eligibility List for Administrative Assistant II be certified as presented.
The screening process for the establishment of the Director - Technology Eligibility List has been completed.

Recruitment type: Open
Number of District employees that applied: 00

Number of Applications: 10
Number of Applicants Tested (qualification/appraisal): 04
Number of Applicants Passing Test: 04
Number of Applicants to be Certified: 04

INTERVIEW COMMITTEE:
Eric Calderon, Chief Technology Officer – Riverside County Office of Education
Julie Judd, Chief Technology Officer – Ventura County Office of Education
Sally Rowland, Director, Technology User Support Services – College of the Canyons

It is recommended that the Eligibility List for Director – Technology be certified as presented.