

**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                                  | <b>Action</b> |
| 2. Election of Chair                                                                                                                    | <b>Action</b> |
| 3. Election of Vice-Chair                                                                                                               | <b>Action</b> |
| 4. Scheduling of Regular Meetings                                                                                                       | <b>Action</b> |
| 5. Annual Report 2020/2021 Draft<br><i>It is recommended the Personnel Commission approve the 2020/2021 Draft of the Annual Report.</i> | <b>Action</b> |
| 6. Approval of initial salary placement for Director of Technology at step 4                                                            | <b>Action</b> |
| 7. Eligibility lists for Accounting Technician, Administrative Assistant II and Director - Technology                                   | <b>Action</b> |

**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.

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Chair, Personnel Commission

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Date



# 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



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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

## PERSONNEL COMMISSION

The Personnel Commission is an independent merit based (Civil Service) agency that provides Human Resources Services for the classified employees of the Santa Paula Unified School District.

The Personnel Commission is composed of a three-member board of "known adherents" to the Merit System that oversees the system by maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. The Personnel Commission classifies positions; hears appeals of disciplinary and dismissal matters; ensures fair and consistent selection and appointment procedures; and prescribes rules related to a variety of human resource practices.



We are pleased to present the Annual Report of the Personnel Commission for the 2020-2021 School Year in accordance with Education Code Section 45226.

This year's Annual Report provides a snapshot of the activities handled in the Classified HR Office. We have continued to struggle through the COVID-19 pandemic and navigate the numerous challenges it brings to our work in human resources. Throughout this time, we have worked diligently as a team in support of classified employees. The District started the 2020-2021 school year with online instruction and on April 12, 2021, onsite instruction began for students. Classified Human Resources remained busy recruiting and hiring the most qualified candidates to support our students and our community. The Personnel Commission is proud to support the staff, students, and community of the Santa Paula Unified School District.

## PERSONNEL COMMISSIONERS

**Karen Harrison**  
*Joint Appointee*

Term expires December 1, 2023

**Mary Lowe**

*CSEA Appointee*

Term expires December 1, 2021

**Jeff Steiger**

*District Appointee*

Term expires December 1, 2022

## COMMISSION STAFF

**Cynthia L. Carrillo**  
Executive Director, Human Resources-  
Classified

**Sonia Bautista**

Human Resources Analyst-Classified

**Rene Vasquez**

Human Resources Assistant-Classified

**Amparo Lopez**

Substitute Placement Clerk-Classified

## PERSONNEL COMMISSION ACTIVITIES

The Personnel Commission oversees the activities of the Commission staff, who are responsible for the administration of the rules and regulations of the classified service. Meetings are held at the Classified Human Resources Office located at 500 E. Santa Barbara Street in Santa Paula at 4:00 pm. on the third Thursday of each month.

|                  |    |
|------------------|----|
| Regular Meetings | 10 |
| Closed Sessions  | 1  |
| Special Meetings | 2  |

## SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources

## Personnel Commission

DRAFT



## ANNUAL REPORT 2020-2021

Approved by Personnel Commission:

Classified Human Resources  
Personnel Commission Office  
500 E. Santa Barbara Street  
Santa Paula, CA 93060  
805-933-8805  
[www.santapaulausd.org](http://www.santapaulausd.org)

## CLASSIFIED EMPLOYMENT ACTIVITY

|                                            | 2019-<br>2020 | 2020-<br>2021 |
|--------------------------------------------|---------------|---------------|
| Number of Requests for Personnel Processed | 301           | 377           |
| New Hires                                  | 32            | 22            |
| New Hires – Subs                           | -             | 31            |
| Promotions                                 | 13            | 6             |
| Transfers                                  | 1             | 0             |
| Change in Status                           | 12            | 31            |
| Voluntary Demotion                         | 0             | 1             |
| Limited Term                               | 172           | 121           |
| Summer School                              | 2             | 111           |
| Leave of Absence                           | 2             | 1             |
| FMLA                                       | -             | 1             |
| Exhaustion of Leave                        | 1             | 3             |
| Resignations                               | 27            | 37            |
| Retirements                                | 2             | 8             |
| Layoffs                                    | 12            | 0             |
| 39-Month                                   | 4             | 0             |
| 63-Month                                   | 5             | 0             |
| Restored                                   | 3             | 4             |
| Positions Abolished                        | 15            | 0             |
| Fingerprints Completed                     | 69            | 53            |

## RECRUITMENTS

2020-2021

### Management Position Recruitments

- Assistant Superintendent, Business Services
- Executive Director, Human Resources-Classified

### Other Position Recruitments

- AVID Tutors
- Student Workers
- Substitutes (All Classifications)

## RECRUITMENTS – CONTINUED

### Bargaining Unit Position Recruitments

- Accounting Specialist
- Accounting Technician
- After School Program Leader
- ASPIRE Office Assistant
- Campus Safety Assistant
- Campus Supervision Assistant
- Child Nutrition Services Assistant I
- Child Nutrition Services Assistant II
- Child nutrition Services Site Lead-Ellem
- College & Career Guidance Specialist
- Computer Technician
- Health Specialist (Bilingual)
- Instructional Assistant-ASP
- Instructional Assistant-Bilingual
- Instructional Assistant-Severely Disabled
- Instructional Assistant-Special Education
- Network Technician (2)
- Office Assistant-Bilingual
- Office Assistant-Bilingual
- Skilled Maintenance Worker
- Special Program Assistant-Bilingual
- Speech & Language Pathology Assistant

|                                   | 2019-<br>2020 | 2020-<br>2021 |
|-----------------------------------|---------------|---------------|
| Total Applications Received       | 223           | 201           |
| Promotional Applications Received | 17            | 44            |
| Outside Applications Received     | 217           | 157           |
| Written Examinations              | 114           | 97            |
| Oral Examinations                 | 113           | 110           |
| Total Number of Applicants        | 103           | 101           |
| Certified as Eligibles            |               |               |

*Coming together is a beginning, keeping together is progress, working together is success.*

-Henry Ford

## CLASSIFIED EMPLOYEES DATA

|                            | 2019-<br>2020 | 2020-<br>2021 |
|----------------------------|---------------|---------------|
| Regular Employees          | 313           | 301           |
| Substitute Employees       | 88            | 86            |
| AVID Tutors                | 13            | 13            |
| Student Workers            | 22            | 22            |
| Total Classified Employees | 436           | 422           |

## CLASSIFIED PROFESSIONAL

### DEVELOPMENT

- Target Solutions
- Interpreting for Social Justice

A huge **Thank You** to the following public agencies for supporting our recruitment and selection processes during the 2020/2021 school year:

Boys & Girls Club of Santa Clara Valley  
City of Ornard  
City of Ornard-Recreation Department  
Fillmore Unified School District  
Hueneme Elementary School District  
Lompoc Unified School District  
Newhall School District  
Ojai Unified School District  
Ornard College  
Ornard School District  
Pleasant Valley School District  
Santa Paula Unified School District  
Simi Valley Unified School District  
Ventura County Office of Education  
Ventura Unified School District

*Alone we can do so little, together we can do so much.*

-Helen Keller



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 9, 2021

**To: PERSONNEL COMMISSION**

**From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED**

The screening process for the establishment of the Accounting Technician Eligibility List has been completed.

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|                   |                             |
|-------------------|-----------------------------|
| Recruitment type: | <u>Open and Promotional</u> |
|-------------------|-----------------------------|

|                                           |    |
|-------------------------------------------|----|
| Number of District employees that applied | 03 |
|-------------------------------------------|----|

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|                        |    |
|------------------------|----|
| 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

Lynette Kuchta, *Sr. Accounting Specialist* – Rio School District

It is recommended that the Eligibility List for Accounting Technician be certified as presented.



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 18, 2021

**To: PERSONNEL COMMISSION**

**From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED**

The screening process for the establishment of the Administrative Assistant II Eligibility List has been completed.

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Recruitment type: Open and Promotional

Number of District employees that applied 04

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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.



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 29, 2021

**To: PERSONNEL COMMISSION**

**From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED**

The screening process for the establishment of the **Director - Technology** Eligibility List has been completed.

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|                   |             |
|-------------------|-------------|
| Recruitment type: | <u>Open</u> |
|-------------------|-------------|

|                                           |    |
|-------------------------------------------|----|
| Number of District employees that applied | 00 |
|-------------------------------------------|----|

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|                        |    |
|------------------------|----|
| 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.