

PERSONNEL COMMISSION
MEETING AGENDA – June 21, 2023
(Meeting Location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- May 17, 2023

D. 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.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Personnel Commission Rules and Regulations, Chapter 220 – Professional Growth
5. Next Regular PC Meeting: August 16, 2023

F. ACTION AGENDA ITEMS

1. Review and Approval of Calendar of Regularly Scheduled Personnel Commission Meetings for the 2023-24 Fiscal Year

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.

2. Revisions to Personnel Commission Rules and Regulations, Section 170.2.6.4 (Promotional Salary Rate) – Final Reading and Approval
3. Revisions to Personnel Commission Rules and Regulations, Section 170.2.1 (Initial Salary Placement) – Final Reading and Approval
4. Revisions to Personnel Commission Rules and Regulations, Section 70.3.3.3 (Special Appointments – Compensation/Summer) – Final Reading and Approval
5. Approval of New Classification Specification and Salary Allocation: Planning and Compliance Specialist
6. Review of School Site Clerical/Secretarial Support Staff Classifications – Follow-Up Discussion and Recommended Modifications

H. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

I. COMMISSION COMMENTS — No official action will be taken.

J. CLOSED SESSION

1. Public Employee Performance Evaluation - Government Code §54957(b)
Title: Director, Classified Human Resources
2. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

L. 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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For the future of every student

MINUTES
MAY 17, 2023

CALL TO ORDER	A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on May 17, 2023. Ms. Campbell, Chair, called the meeting to order at 4:35 p.m. Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; and Reina Murillo, Human Resources Analyst, Confidential.
ADOPTION OF AGENDA	On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the May 17, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
APPROVAL OF MINUTES	On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the April 19, 2023 Personnel Commission meeting were approved as amended by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
PUBLIC COMMENTS	Kendra Limneos regarding item 10, Review of School Site Clerical/Secretarial Support Staff Classifications and Request to Approve Related Modifications.
ITEM E1	<u>VESPA REPORT</u> Ms. Carol Peek, VESPA President reported: 1) ESP day was yesterday, May 16th. VESPA Executive team went out to all sites to deliver treats. It was very nice to see everyone. One disappointing thing while visiting sites was seeing how many sites did not recognize ESPs, some sites/departments did but not all. That is one thing VESPA hopes to work with sites on, that these things don't get overlooked. 2) VESPA is very appreciative of what is on the agenda regarding clerical positions. I am appreciative that HR included us on the site visits to talk with clerical staff. I believe that type of collaboration is very important. It is appreciated HR views the same thing and values having VESPA there, especially anytime changes are happening. 3) We also worked together on the MOU for Buena 7th period, we had two site people, VESPA President and HR. The vote for that will go out tomorrow, May 18th to Buena and the vote will close on Tuesday afternoon.
ITEM E2	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported 1) Classified HR has been very busy working on a few projects which includes excess vacation time letters, comp time memos, and establishing work year calendars. We have done a lot of work over the last few years to standardized calendars to make it easier. 2) We are busy planning retirement celebrations, both classified and certificated. We have the retirement celebration at the end of May 3) We are still working heavily on recruitments. As the school year winds down, it feels Classified HR continues to wind up. We hope to get a jump start on the staffing for next year. 4) Summer School recruitment was opened up for classified assignments. We received a little over 200 hundred applications. As review applications, we will be opening a recruitment where we can accept late applications. Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: - o The district will be celebrating Classified Employee's week May 22nd – 26th - o Special Board Meeting May 23, 2023 with a focus on Solar and Budget - o Memorial Day Holiday on May 29, 2023 - o Last day of School June 15, 2023 Next Regular Board meeting is scheduled for Tuesday, June 3rd
ITEM E3	<u>RECRUITMENT & SELECTION: HIRING UPDATE</u>

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.

ITEM E4 Next Regular PC Meeting: JUNE 20, 2023

At this time, the Personnel Commission plans to continue to meet for the next meeting.

ITEM F1 PUBLIC HEARING: 2031-2024 PERSONNEL COMMISSION BUDGET

Ms Campbell opened the public hearing at 4:52 p.m. No public comments were received; the public hearing was closed at 4:54 p.m.

ITEM G1 ADOPTION OF 2023-2024 PERSONNEL COMMISSION BUDGET

After some discussion, On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the 2023-24 Personnel Commission Budget was approved as presented by a vote of 3-0. (Ayes – 3/ Stallings, Walker; Campbell Nay 0; Abstain 0)

ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD NUTRITION ASSISTANT III

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Child Nutrition Assistant III as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SCHOOL OCCUPATIONAL THERAPIST

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for School Occupational Therapist as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD DEVELOPMENT TEACHER

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

ITEM G5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for Board Certified Behavior Analyst as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM G6 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BOND PROGRAM MANAGER

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for Bond Program Manager as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM G7 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: GROUNDS EQUIPMENT WORKER

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the new classification specification for Grounds Equipment Worker as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

ITEM G8 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: GROUNDS MAINTENANCE WORKER II

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Grounds Maintenance Worker II as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM G9 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: TRADES MAINTENANCE WORKER II

After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Trades Maintenance Worker II as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM G10 REVIEW OF SCHOOL SITE CLERICAL/SECRETARIAL SUPPORT STAFF CLASSIFICATIONS AND REQUEST TO APPROVE RELATED MODIFICATIONS (PCRR 30.2.9)

After a lengthy discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the following recommendations by a vote of 3-0. In Elementary: *Reclassify Library Technician I and Office Assistant to the existing Elementary School Services Assistant classification. The ESSA classification encompasses the duties that both of these classifications perform. There is no change in salary range. In Secondary: *Create two new classifications to address the clerical and administrative supports needed at the secondary school sites: School Services Assistant I (range 190) and School Services Assistant II (range 210) as amended with the notation in the representative duties that an incumbent would not be assigned all areas covered by the job class, but instead the job class is a representation of the possible duties that could be

assigned to an incumbent, and add library support to the representative duties. Reclassify the positions as outlined in the attached spreadsheet. *Reclassify the Attendance Assistants to Attendance Technicians. Approve the updated Attendance Technician classification specification as presented.*Reallocate the salary range for School Administrative Assistant III to salary range 235. Currently we have three distinct levels of SAA, however, the level II and III are at the same salary range, effective July 1, 2023. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM G5 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 170.2.6.4 (PROMOTIONAL SALARY RATE) – FIRST READING

After discussion of the proposed revisions the Personnel Commission set the next regularly scheduled Commission meeting, June 21, 2023, as the date action will be taken on the proposed revisions to Personnel Commission Rules and Regulations, Section 170.2.6.4, Examinations (PROMOTIONAL SALARY RATE)

ITEM G6 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 170.2.1 (INITIAL SALARY PLACEMENT) – FIRST READING

After discussion of the proposed revisions the Personnel Commission set the next regularly scheduled Commission meeting, June 21, 2023, as the date action will be taken on the proposed revisions to Personnel Commission Rules and Regulations, Section 170.2.1, Examinations (PROMOTIONAL SALARY RATE)

ITEM G7 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 70.3.3.3 (SPECIAL APPOINTMENTS-COMPENSATION/SUMMER) – FIRST READING

After discussion of the proposed revisions the Personnel Commission set the next regularly scheduled Commission meeting, June 21, 2023, as the date action will be taken on the proposed revisions to Personnel Commission Rules and Regulations, Section 70.3.3.3, Examinations (SPECIAL APPOINTMENTS-COMPENSATION/SUMMER)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM I COMMISSION COMMENTS

None

ITEM J 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 Mr. Walker , MSCU to adjourn the meeting at 6:30 p.m.

CHAPTER 220

PROFESSIONAL GROWTH & EDUCATION INCENTIVES

220.1 DEFINITION

The Personnel Commission, in partnership with the District, has an interest in attracting and retaining classified employees with professional growth and education incentive opportunities. It is a shared belief that professional development is more than just meeting baseline criteria to be a competitive workplace; it's about cultivating an environment that values growth and encourages classified employees to do their best. The following structures have been implemented to attract, retain, and recognize the vast spectrum of education, training, and experience classified employees have acquired which contribute to the educational success of the students of the Ventura Unified School District.

220.2 PROCEDURES

220.2.1 REVIEW COMMITTEE: The Professional Growth Committee, hereinafter referred to as the Committee, shall meet at least quarterly to review applications for professional growth points.

220.2.2 SELECTION/COMPOSITION OF COMMITTEE: The Committee shall consist of:

Three (3) representatives appointed by the Association plus three (3) representatives appointed by the District including the Classified Human Resources Director or Supervisor being a permanent member of the committee.

220.2.3 TENURE OF COMMITTEE

220.2.3.1 Terms of committee members shall begin in July and end in June. A Chair and a Secretary shall be appointed by the Committee.

220.2.3.2 Should a vacancy occur on the Committee, VESPA shall fill the vacancy by appointment for those positions which VESPA originally appointed.

220.2.4 DUTIES OF COMMITTEE

220.2.4.1 Review policies and procedures.

220.2.4.2 Committee will meet monthly to evaluate activities for professional growth points or educational coursework.

- 220.2.4.3** Provide the Payroll Department with a listing of those employees who have earned Professional Growth **points** for the fiscal year.

220.3 STANDARDS AND GUIDELINES FOR PARTICIPATION IN THE PROFESSIONAL GROWTH POINT PROGRAM

220.3.1 PROCESS

- 220.3.1.1** Employees may submit a request for verification of eligibility to the Professional Growth committee or their supervisor prior to completing training and/or college courses. If the supervisor denies eligibility, then the employee can appeal to the Professional Growth committee.
- 220.3.1.2** Professional growth can be for current position or position of aspirational growth/goals within the district.
- 220.3.1.3** Trainings and/or department specific meetings mandated by the District are not eligible for professional growth points (i.e Cal-OSHA, mandated reporter, bloodborne pathogens, etc.).
- 220.3.1.4** All trainings that are completed prior to hire date are not eligible for professional growth points.
- 220.3.1.5** Professional growth must have been completed in the fiscal year corresponding to the June 30th due date.
- 220.3.1.6** Employee is responsible for submitting all documents and transcripts.—These documents must be submitted to the Committee no later than June 30th and verified as acceptable and approved by the Committee no later than July 15th of each year in order to receive a professional growth payment in August for that fiscal year.
- 220.3.1.7** VUSD and VESPA will monitor overall costs of the program not to exceed \$300,000 annually (fiscal year). Together they will evaluate the district's fiscal ability to increase or pause the program for the remainder of the fiscal year. If it is determined that the program ust be paused, the education incentive percentage increases will not be impacted.

- 220.3.2** Points may be earned through participation in any of the following:

- 220.3.2.1** College courses, adult school course, trade and business school courses.
 - 220.3.2.2** Committee approved workshops, webinars training, orientation, and in-service.
 - 220.3.2.3** Facilitation of Institute lecture programs and conducting institute conferences, classes or trainings.
 - 220.3.2.4** Attendance at educational conferences.
 - 220.3.2.5** Leadership activities in county, state and national educational organizations and in professional organizations.
 - 220.3.2.6** Correspondence, on-line and video courses. Professional certifications, micro credentials, and licenses.
- 220.3.3** All professional growth candidates taking courses must obtain a passing grade of "C" or better; a certificate of satisfactory completion of a course, or a grade of "Pass" in a course which does not provide a letter grade, in order to receive credit points for the coursework.
- 220.3.4** All regularly employed, classified employees (permanent and probationary) who are in active, paid status with the Ventura Unified School District shall be eligible to participate in the Professional Growth Program. Points will not be given to an employee who is on leave from the district to become a full-time or part-time student.
- 220.3.5** If points have previously been awarded, courses may not be repeated unless special permission is granted by the Committee. Such repeat courses must contain different subject matter.
- 220.3.6** Records concerning the Professional Growth Program shall be maintained by the Classified Human Resources Office and provided to Managers and/or Directors upon request.

220.4

CALCULATION AND COMPENSATION FOR PROFESSIONAL GROWTH POINTS

220.4.1 COMPENSATION FOR EARNED POINTS IN CURRENT FISCAL YEAR

One point will equal \$50.00

Description	Time/Units	Points value	Max per fiscal year
Workshops, webinars, training	1 hour	.25	10 points
Professional certifications, licenses, and micro-credentials	1 hour	.50	20 points
Facilitator/Presenter	1 hour	.75	
College courses	1 unit	3	24 points

Credential	One time payment
DSC/CTE Teaching Credential	2.5%
Teaching Credential	2.5%

220.5

EDUCATION INCENTIVES

All active classified employees are eligible for the education incentive, regardless of when degree was earned, for related degrees above and beyond the stated minimum qualifications in the employee's current classification. Courses must be taken at an accredited college or university and proof of degree must be submitted to HR. Percentages are based on base salary and paid on a monthly basis:

Degree	Percentage increase on base salary, paid monthly
AA/AS	2.50%
BA/BS	2.75%
MA/MS	3.00%
Ed.D/Ph.D/JD	3.25%

220.6 LEGACY CLAUSE

Classified employees under the previous Professional Growth program that have earned complete increments shall remain in the program unless they opt into the current program no later than June 30, 2025. (The Legacy Clause - Profession Growth Program can be referenced in Appendix G of the Contract of Agreement Between the Ventura Unified School District and the Ventura Education Support Professionals Association.)

If a classified employee chooses to remain in the previous Professional Growth program, they will continue to earn points as outlined in the previous Professional Growth program.

If a classified employee chooses to opt into the current program on or before June 30, 2025, then the classified employee shall no longer be paid for increments or points earned under the previous program. Classified employees will then be eligible for Compensation for Earned Points and Education Incentives as outlined in the new program.

Classified employees who participated under the previous Professional Growth program who had earned points but had not yet earned Increment 1 shall have their earned points transferred to the current program.

Revised 04/23/2014
 01/11/2023



PROPOSED SCHEDULE

PERSONNEL COMMISSION
2023-2024
Regular Meeting Dates

July – no regular meeting (If needed, a special meeting may be scheduled)
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023
January 24, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 22, 2024
June 26, 2024



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 21, 2023

Subject: Revisions to Personnel Commission Rules and Regulations
(Final Reading and Approval)

- Section 170.2.6 (Promotional Salary Rate)
- Section 170.2.1 (Initial Salary Placement)
- Section 70.3.3.3 (Special Appointments – Compensation/Summer)

Revisions to Personnel Commission Rules & Regulations are being presented to the Personnel Commission for final reading and approval. A first reading was conducted at the regular PC meeting on 05/17/2023.

- **170.2.6 – Promotional Salary Rate**
It is recommended that “present monthly salary” for purposes of computing promotional salary rates be expanded to consider position specific add-ons when an employee promotes from a position that includes position specific add-ons to a position that does not include the add-on(s). There have been circumstances in which an employee could promote to a higher classified position, but would make more in the lower position due to position specific add-ons for the lower position (i.e. shift differential, confidential stipend, bilingual stipend, education incentive). These recommended changes are in alignment with the District’s and VESPA’s goal of encouraging, supporting and promoting the professional growth of our classified employees.
- **170.2.1 – Initial Salary Placement**
In a continuing effort to attract and on-board highly qualified employees who will support the students and services of the District, it is recommended that provisions be added that allow consideration for advanced step placement for a new employee due to extenuating circumstances surrounding the District’s ability to fill a position.
- **70.3.3.3 – Special Appointments – Compensation/Summer**
The summer session pay provisions currently outlined are in conflict with established pay provisions as outlined in Chapter 70. It is therefore recommended that the rules be revised to reference Chapter 70, rather than duplicating pay practices in this section as well.

It is recommended that the Commission approve as presented.

Attachment: proposed revisions to PCRR Sections 170.2.6, 170.2.1 and 70.3.3.3

170.2 APPLICATION OF SALARY SCHEDULES

170.2.6 **PROMOTIONAL SALARY RATE:** Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum increase of 5.7% of the employee's ~~current salary~~ **present monthly salary**. In no instance shall that placement be higher than Step 5 of the range for the new classification.

170.2.6.1 When computing salary for promotional step placement, employees who had been receiving a ~~shift differential or assigned to a position designated as confidential~~ **position specific add-on (i.e. shift differential, confidential stipend, bilingual stipend, education incentive)** pursuant to these rules and will no longer be receiving a ~~shift differential, or be working in a confidential position~~ **the identified add-on(s)** due to the promotion shall have their "present monthly salary" for purposes of calculating the new promotional salary step placement include any ~~shift/confidential differential~~ **position add-on(s)** they had been receiving in the lower class.

170.2.6.2 For purposes of this article "present monthly salary" shall be the **monthly** base rate on the salary schedule (i.e., Steps 1 through 5 of the range) **including the add-ons as outlined in 170.2.6.1 and** exclusive of longevity increments, ~~which are a percentage applied to the base rate~~. Longevity increments **are a percentage and** shall be applied to the new base salary.

170.2 APPLICATION OF SALARY SCHEDULES

170.2.1 **INITIAL SALARY PLACEMENT:** The Personnel Commission, in partnership with the District, has an interest in establishing criteria to place new hires at a step on the salary range of the classification for which they were hired, that recognizes the education and experience they bring to their role in supporting students and the services of the District. Upon approval of the Director of Classified Human Resources, a new employee may be provided with advanced step placement up to Step 5 based on the following criteria:

170.2.1.1 Additional qualifying experience beyond that required for entry into the classification (limited to no more than one step for each two years of experience related to the classification.)

170.2.1.2 Additional education at the college level beyond the educational requirements established for entry into the classification (limited to no more than one step for each two years of education related to the position.)

170.2.1.3 If there are extenuating circumstances that exist surrounding the ability to fill a position, the Director of Classified Human Resources may make a recommendation to the Personnel Commission to provide a new employee with advanced step placement based on the extenuating circumstances. Upon approval by the Personnel Commission, the new employee may be provided with advanced step placement as deemed appropriate.

70.3 SPECIAL APPOINTMENTS

70.3.3 SUMMER, INTERSESSION AND OTHER RECESS PERIOD ASSIGNMENTS

70.3.3.3 Compensation for summer, intersession or other recess period appointments shall be **in accordance with the provisions as outlined in Chapter 170 (Compensation and Pay Practices)**. as follows:

~~70.3.3.3.1~~ When the summer/intersession/recess appointment is in the same classification as the employee's regular assignment, compensation shall be at the same range and step as the regular assignment.

~~70.3.3.3.2~~ When the summer/intersession/recess appointment is in a different classification than the employee's regular assignment, compensation shall be at the step of the range for the classification of the summer/intersession/recess assignment which is closest to that of the employee's regular assignment but shall not exceed the top step of the range for the class.

~~70.3.3.3.3~~ Determination of salary rate shall be based on the range and step of the regular assignment exclusive of any differentials.

~~70.3.3.3.4~~ Summer/intersession/recess period appointments shall be considered as limited term assignments and not as part of an employee's regular assignment. Working out of classification provisions shall not apply to these assignments.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 21, 2023

Subject: Approval of New Classification Specification and Salary Allocation
Planning and Compliance Specialist

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

A meeting was held with Terri Allison, Director of Maintenance & Operations to review the needs of the Facilities Department, and discussion was held with Executive Cabinet to review as well. A recommendation was brought forth to the Board of Education and at the Regular Board meeting on June 6, 2023, the Board of Education approved a new position in the Facilities Department to focus on construction and facilities related compliance duties and planning assistance.

The Planning and Compliance Specialist will be responsible for: Under the direction of a designated Facilities administrator, coordinates the work of consultants, vendors and other staff members in support of construction projects; provides technical administrative support for the development, planning and implementation of various constructions projects; prepares and maintains project documents, coordinates inspections, and performs site evaluations to assess project progressing following established processes, procedures and timelines. This position will also serve as a lead and train and provide work direction and guidance to assigned personnel.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare like positions. There were minimal comparable positions found within the County. Attached are the salary survey results. In addition, HR conducted a job evaluation in which the function, essential duties, knowledge, skills and abilities of the proposed classification were compared against existing classification specifications to ensure internal alignment was maintained. The recommended salary is heavily weighted on maintaining internal alignment with VUSD's current salary structures and career ladders.

RECOMMENDATION:

It is therefore recommended that the Personnel Commission approve the attached classification specification as presented and allocate the salary to range 270 on the Classified Represented Salary Schedule (\$5,136 - \$6,411/mo)

Attachments: Planning and Compliance Specialist proposed classification specifications



For the future of every student

CLASS TITLE: PLANNING AND COMPLIANCE SPECIALIST

BASIC FUNCTION:

Under the direction of a designated Facilities administrator, coordinates the work of consultants, vendors and other staff members in support of construction projects. Provides technical administrative support for the development and implementation of various construction projects. Prepares and maintains project documents, coordinates inspections, and performs site evaluations to assess project progress following established processes, procedures and timelines. Trains and provides work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinates, implements, and assists in the planning of the District's construction projects to ensure the timely and effective development, implementation, and delivery of the district construction projects in compliance with federal, state, and local regulatory requirements. Confers with staff regarding maintenance needs, issues, projects and work orders; investigates and assures proper and timely resolution of maintenance issues and conflicts.
- Schedules various department safety training and maintain training records for items including but not limited to hazardous materials, CPR, confined space, fire extinguishers, forklift, and heavy equipment. Provides work direction and guidance to assigned personnel; assigns employee duties and reviews work to assure compliance with established standards, requirements and procedures.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work to assure compliance with established standards, requirements and procedures.
- Oversees, assists in scheduling and participates in maintenance and repair projects; monitors and adjusts activities in response to project progress; inspects completed projects for accuracy, completeness and compliance with established standards and procedures.
- Provides technical administrative support throughout the construction project, documents existing conditions through field studies, gathers data to initiate schematic design, and records construction documents.
- Serves as a technical resource for construction management teams. Assists with product research, material selections, and with resource scheduling so that team members have the resources they need to complete their tasks.
- Plans, organizes and prepares for assigned tasks; interprets plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders; responds to emergency maintenance needs and requests.
- Prepares specifications and requisitions for supplies and equipment; participates in the testing and evaluation of new equipment and materials.

- Receives, evaluates and assigns work orders to proper personnel; estimates labor, materials and equipment needed for maintenance projects; compiles and prepares cost estimates
- Prepares various planning and compliance reports; including but not limited to classroom usage, Williams Report and AHERA reports.
- Monitors project progress following established project milestones, and creates project status reports.
- Assists in the preparation of project documents such as the project scope, budgets, and schedules, as directed by management.
- Schedules required testing, inspections and repairs for fire alarm, fire sprinklers, hydrants, elevators, generators, hazardous materials, storm water, chiller systems, sanitation systems, boilers, bleachers, and Williams Act.
- Manages permits and inspections for local, state, and federal agencies including but not limited to Ventura County Environmental Health, City of Ventura, Fire Department, DSA, FCC, Air Pollution Control District, CERS, Southern California Edison, and the Gas Company.
- Coordinates construction and renovation projects with architects and contractors.
- Performs various preconstruction and construction administrative duties including, but not limited to, contract administration, change order and pay application process.
- Prepares records and submits to local, state and federal agencies as required by law to ensure compliance with regulations
- Maintains Districts construction document and inspection archives and electronically stores and retrieves documents as needed.
- Attends meetings and supports project team, including, but not limited to, project meetings, committee meetings, and construction meetings.
- Identifies reports and assures proper resolution of safety, sanitary and fire hazards as directed; notifies Facilities Manager of needed repairs to equipment and facilities and related maintenance work.
- Maintains various records related to work orders, personnel and assigned activities; prepares and present oral and written reports concerning maintenance needs, issues and projects.
- Other duties as assigned that support the overall function of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades.

Requirements of maintaining facilities, utilities, grounds and equipment in good repair.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to the building trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of the building maintenance trades.

Preventive maintenance principles and practices.

Principles of training and providing work direction.

Proper methods of storing equipment, materials and supplies.

Record-keeping and report preparation techniques.
Health and safety regulations and procedures.
Oral and written communication skills.
Proper lifting techniques.

ABILITY TO:

Read and interpret mechanical, electrical, civil, and structural drawings, plans, sketches, and blueprints
Lead and participate in a variety of skilled activities involved in the maintenance and repair of District buildings, facilities and equipment.
Coordinate personnel, projects and information to meet maintenance needs and assure smooth and efficient activities.
Train and provide work direction and guidance to assigned personnel.
Inspect projects for accuracy, completeness and compliance with established standards.
Investigate and assure proper and timely resolution of maintenance issues and conflicts.
Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.
Operate a wide variety of hand and power tools and equipment.
Estimate material, labor, equipment and time requirements.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Prepare and maintain various records and reports.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent and four years of related experience in a construction, architectural or related field, and/or construction planning and compliance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment and tools.
Seeing to perform maintenance work.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Chemical fumes.

Approved by Personnel Commission:

To PC for review and approval 06/21/2023

Salary Survey for Planning and Compliance Specialist

Data as of 06-2023

Districts Surveyed within the Tri-Counties area

District	County	Title	Lowest Placement	Highest Placement
Briggs School District	Ventura	N/A		
Carpinteria Unified School District	Santa Barbara	N/A		
Conejo Valley Unified	Ventura	N/A (have Planning Technician - but duties not related)		
Fillmore Unified	Ventura	N/A		
Hueneme Elementary School District	Ventura	N/A		
Las Virgenes Unified	Los Angeles (participates)	N/A		
Lompoc Unified School District	Santa Barbara	N/A		
Mesa Union School District	Ventura	N/A		
Moorpark Unified	Ventura	N/A		
Mupu Elementary School District	Ventura	N/A		
Oak Park Unified	Ventura	N/A		
Ocean View Elementary	Ventura	N/A		
Ojai Unified	Ventura	N/A		
Oxnard Elem School District	Ventura	N/A		
Oxnard Union High	Ventura	N/A		
Pleasant Valley School District	Ventura	N/A		
RioSchool District	Ventura	N/A		
Santa Barbara County Education Office	Santa Barbara	N/A		
Santa Barbara Unified School District	Santa Barbara	Light Construction Foreperson (note 21 steps on salary schedule)	\$6,499	\$9,039
Santa Paula Unified	Ventura	N/A		
Simi Valley Unified	Ventura	Construction Planning Coordinator (management position)	\$7,020	\$8,532
Somis Union Elementary School District	Ventura	N/A		
Ventura County Office of Education	Ventura	N/A		
Ventura County School Business Authority	Ventura	N/A		
Ventura Unified School District	Ventura	N/A		
William S. Hart Union	Los Angeles (participates)	Project Management Assistant	\$4,741	\$5,452

Average Salary (Monthly)	\$6,087	\$7,674
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Median Salary (Monthly)	\$6,499	\$8,532
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RECOMMENDED

Classified Represented Salary Schedule - range 270	\$5,136	\$6,411
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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 21, 2023

Subject: School Site Clerical/Secretarial Support Staff Classifications – Follow-Up Discussion and Recommended Modifications

At the May 17th Regular Personnel Commission Meeting, a comprehensive classification study was presented to the Personnel Commission relating to school site clerical/secretarial support staff classifications. There was extensive discussion around the study, findings, and recommended modifications. The Personnel Commission took action on many of the recommendations, some with requested revisions. There was also some incorrect information presented that was pointed out during the meeting that staff would like to re-present so that the correct information is clearly outlined, and there were two positions that were incorrectly listed that staff is requesting approval to modify

Background

Classified HR staff has recently partnered with VESPA, clerical/secretarial school site employees, and district administration to review the related classifications at our elementary and secondary school sites. As a result of that review, the following findings were discovered:

- Consistently across our elementary and secondary school sites there are several, very similar clerical/secretarial classifications that have been established at the same salary range. For example:
 - At the elementary level: Elementary School Services Assistant (ESSA), Office Assistant and Library Technician I have overlapping duties and are all at the same salary range (190)
 - At the secondary level: School Support Secretary and Senior Office Assistant have very similar job duties, yet there are two different classifications, but both are at the same salary range (210)
- The differentiation between these classifications are poorly defined in some cases. The distinguishing characteristics between the classes and/or the majority of job duties are very similar thus creating confusion when determining which classification a position should be allocated to.



As such, the Director of Classified Human Resources and HR Analyst conducted a thorough review of the clerical/secretarial classifications assigned to the elementary and secondary schools, and the following recommendations were presented to the Personnel Commission for review and approval.

Recommendations and Approvals**ELEMENTARY:**

- Reclassify Library Technician I and Office Assistant to the existing Elementary School Services Assistant classification. The ESSA classification encompasses the duties that both of these classifications perform. There is no change in salary range.
 - No changes were made to this recommendation. The Personnel Commission approved as presented.

SECONDARY

- Create two new classifications to address the clerical and administrative supports needed at the secondary school sites: School Services Assistant I (range 190) and School Services Assistant II (range 210).
 - The Personnel Commission approved this recommendation but with amendments which included:
 - Add a statement at the beginning of the representative duties section clarifying that an incumbent would not be assigned all areas covered by the job class, but instead the job class is a representation of the possible duties that could be assigned to an incumbent.
 - Ensure library support was added to the representative duties.
 - The amended classification specifications are being attached as a reference for the Personnel Commission.
- Reclassify the positions as outlined in the attached spreadsheet.
 - The Personnel Commission approved this recommendation as presented. However there were some incorrect position titles listed, and staff is requesting that the Personnel Commission approve the updated/corrected spreadsheet outlining the reclassification of positions.
- Reclassify the Attendance Assistants to Attendance Technicians. Approve the updated Attendance Technician classification specification as presented.
 - No changes were made to this recommendation. The Personnel Commission approved as presented.



- Reallocate the salary range for School Administrative Assistant III to salary range 235. Currently we have three distinct levels of SAA, however, the level II and III are at the same salary range.
 - This recommendation was approved as presented, with the correction that the classification titles listed in the table should have reflected School Administrative Assistant I, II and III (instead of School Services Assistant I, II and III). Corrected information is being presented below as a reference for the Personnel Commission.

Classification	Current salary range	Reallocated salary range
School ~~Services~~ Administrative Assistant I	225	N/A
School ~~Services~~ Administrative Assistant II	230	N/A
School ~~Services~~ Administrative Assistant III	230	235

Follow-Up Questions from the Personnel Commission

The Personnel Commission has requested an opportunity to ask follow-up questions in regards to this study. It is anticipated that this will be for discussion purposes, and could result in further direction to staff.

It is proposed that approved changes become effective July 1, 2023.

Evaluation completed by:

Andrea Crouch

Andrea Crouch, Director of Classified Human Resources

Reina Murillo, Human Resources Analyst

Ventura Unified School District

Dated: May 17, 2023



For the future of every student

CLASS TITLE: SCHOOL SERVICES ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned secondary school and related programs; answer phones and greet and assist visitors and staff.

DISTINGUISHING CHARACTERISTICS:

The School Services Assistant I provides general clerical support for a secondary school and related programs, and is primarily focused on providing support in the areas of receptionist, customer service, data entry, records maintenance, filing and retrieval of information and reports. The School Services Assistant II performs complex work in assigned functions at a secondary school site. Incumbents assigned to this classification are specialized in functions such as athletics, records, registration, enrollment, budget and/or administrative support.

REPRESENTATIVE DUTIES: *Essential Duties are intended to present a descriptive list of the range of duties that may be performed by employees in the class. The descriptive list is not intended to reflect all duties performed within the job, nor is it intended to mean that an employee will be assigned all duties as listed.*

ESSENTIAL DUTIES:

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.

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

Perform a variety of general clerical duties in support of an assigned secondary school including data entry, filing and duplicating materials; compile, assemble and verify a variety of data and information; review and process a variety of materials. Ensure the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.

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.

Assist with entering data into an assigned computer system; maintaining automated records; and generating computerized reports and documents as requested; review input and output data for accuracy.

Assist with preparing 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; assist in the preparation of 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, computer and assigned software.

Receive, sort and distribute mail; 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

May 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.

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 of training, education and experience equivalent to graduation from high school 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:

05/23/2023



For the future of every student

CLASS TITLE: SCHOOL SERVICES ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform diversified and complex clerical duties in support of an assigned secondary school following and interpreting well-established policies, procedures and mandated regulations, which involves and requires independent judgment and in-depth knowledge of an assigned function. Coordinate the flow of communications, correspondence and information in support of assigned functions.

DISTINGUISHING CHARACTERISTICS:

The School Services Assistant II performs complex work in assigned functions at a secondary school site. Incumbents assigned to this classification are specialized in functions such as athletics, records, registration, enrollment, budget and/or administrative support. The School Services Assistant I requires basic knowledge in these functions, and is primarily focused on providing support in the areas of receptionist, customer service, data entry, records maintenance, filing and retrieval of information and reports.

REPRESENTATIVE DUTIES: *Essential Duties are intended to present a descriptive list of the range of duties that may be performed by employees in the class. The descriptive list is not intended to reflect all duties performed within the job, nor is it intended to mean that an employee will be assigned all duties as listed.*

ESSENTIAL DUTIES:

Perform diversified and complex clerical duties in support of an assigned secondary school involving independent judgment and requiring in-depth knowledge of an assigned function; assist in assuring smooth and efficient office operations. Provide support to administrators and other school staff; coordinate the flow of communications and information; assure smooth and efficient office operations.

Serve as clerical support of assigned functions (i.e. athletics, records, registration, enrollment, budgets, administrative support to administrators, counselors, psychologists, teachers and/or staff, etc.). Research, compile and verify a variety of data and information; compute statistical information for various reports; prepare and process various forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events. Receive, greet and direct visitors; respond to inquiries and provide a variety of detailed information to personnel, students or the public concerning assigned functions, services and related goals, objectives, time lines, activities, processes, policies and procedures.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate various computerized lists, documents and reports; assure accuracy of input and output data.

Compose correspondence independently or from oral instructions; prepare letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofread and verify accuracy and completeness of documents.

Prepare, print, duplicate, distribute, collect, verify and file various documents; process various forms, applications and paperwork; compile, assemble and distribute packets and folders; review and verify accuracy and completeness of various forms and documents; make corrections as needed.

Compile, assemble and verify a variety of data and information; prepare and maintain a variety of records, logs and reports related to students, programs, services, correspondence and assigned activities; maintain student records and cumulative files; establish and maintain filing systems.

Communicate with District staff, students, parents, outside organizations and the public to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.

May assist with library services; Processes and circulates books, technology, and instructional materials; checks materials in and out to students and staff using an assigned computerized system; sorts and shelves new and returned book, materials, and technology; maintains the library in a neat and orderly condition; mends and repairs damaged books and instructional material. Schedules class use of the library as required. Calculates and collects fees for lost or overdue materials; generates and distributes lost or overdue notices to students and parents; prepares deposits of collected monies as required.

May input, scan and update student, barcode, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports. Performs other duties related to library services.

May perform a variety of clerical accounting duties as assigned; calculate, prepare and revise accounting data; maintain and balance funds and accounts; process, verify and update accounts and records with income and expenditures; prepare invoices and calculate, collect and account for monies as required.

May monitor inventory levels of office and other designated supplies; order, receive and maintain inventory of office supplies; prepare and process purchase orders and requisitions as assigned.

May maintain and update appointment and activity calendars and schedules; assist with coordinating, reserving and arranging facilities and equipment for meetings and special events such as graduation ceremonies and fundraising events as needed.

May process progress reports, report cards and transcripts; assist with maintaining and updating master schedule information as required.

May assist with testing activities as required; distribute, collect and process testing materials for assessment tests as assigned; administer and monitor students during tests.

May provide back-up support to other assigned functions (i.e. ASB, athletics, attendance, records, registration, enrollment, budgets, etc.) as needed to ensure efficient school operations and to respond to high-demand, peak times during the school year (i.e. beginning of school, end of school).

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

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

Open and close assigned facilities as assigned; lock and unlock doors; turn equipment on and off.

Maintain and update various calendars and schedules as required.

May provide back-up support for student health services as assigned; administer basic first aid and dispense medication to students in accordance with physician instructions as assigned by the position.

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.

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.
Terminology, processes and operations of assigned office.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Data control procedures and data entry operations.
Business letter and report writing, editing and proofreading.
Operation of a computer and assigned software.
Methods of collecting and organizing data and information.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Mathematic calculations.

ABILITY TO:

Perform diversified and complex clerical duties in support of an assigned secondary school involving independent judgment and requiring in-depth knowledge of an assigned function.
Answer telephones and greet the public courteously.
Assist in assuring smooth and efficient office operations.
Type or input data at an acceptable rate of speed.
Compose correspondence and written materials independently or from oral instructions.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Complete work with many interruptions.
Add, subtract, multiply and divide quickly and accurately.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school and two years progressively responsible clerical experience. Experience in an education environment highly desirable.

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.

Some positions in this class may require first aid certification.

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:

05-17-2023

Location Description	Position #	Current Classification	Salary Range	Reclassify to	Salary Range
Buena High	1014	Attendance Assistant	200	Attendance Technician	210
Buena High	1776	Attendance Assistant	200	Attendance Technician	210
Buena High	701	Office Assistant	190	School Services Assistant II	210
Buena High	2119	Office Assistant (formerly School C	190	School Services Assistant I	190
Buena High	1635	School Support Secretary	210	School Services Assistant II	210
Buena High	504	School Support Secretary	210	School Services Assistant II	210
Buena High	1886	Senior Office Assistant	210	School Services Assistant II	210
Buena High	592	Senior Office Assistant	210	Attendance Technician	210
El Camino High	4111	Office Assistant	190	School Services Assistant I	190
El Camino High	140	Senior Office Assistant	210	School Services Assistant II	210
Foothill Technology High	1955	Office Assistant	190	School Services Assistant II	210
Foothill Technology High	677	School Support Secretary	210	School Services Assistant II	210
Foothill Technology High	2880	School Support Secretary	210	School Services Assistant II	210
Pacific High	412	Office Assistant	190	School Services Assistant II	210
Pacific High	1866	Office Assistant	190	School Services Assistant II	210
Pacific High	897	Senior Office Assistant	210	School Services Assistant I	190
Pacific High	649	Senior Office Assistant	210	School Services Assistant II	210
Ventura High	1209	Attendance Assistant	200	Student Data Technician	215
Ventura High	1874	Attendance Assistant	200	Attendance Technician	210
Ventura High	1326	Office Assistant	190	Attendance Technician	210
Ventura High	1169	School Offc Receptionist	180	School Services Assistant II	210
Ventura High	406	School Support Secretary	210	School Services Assistant I	190
Ventura High	210	School Support Secretary	210	School Services Assistant II	210
Ventura High	542	School Support Secretary	210	School Services Assistant II	210
Ventura High	1935	Senior Office Assistant	210	School Services Assistant II	210
Anacapa Middle	1432	Attendance Assistant	200	School Services Assistant II	210
Anacapa Middle	695	Office Assistant	190	Attendance Technician	210
Anacapa Middle	508	School Support Secretary	210	School Services Assistant II	210
Balboa Middle	1615	Attendance Assistant	200	School Services Assistant II	210
Balboa Middle	340	Office Assistant	190	Attendance Technician	210
Balboa Middle	534	School Support Secretary	210	School Services Assistant II	210
Cabrillo Middle	1765	Attendance Assistant	200	School Services Assistant II	210
Cabrillo Middle	1676	Office Assistant	190	Attendance Technician	210
Cabrillo Middle	31	School Support Secretary	210	School Services Assistant II	210

De Anza Middle	423	Attendance Assistant	200	Attendance Technician	210
De Anza Middle	2410	School Support Secretary	210	School Services Assistant II	210



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 06/21/2023

New Hires

Last Name	First Name	Job Class Description	Date
Alvarez Fernandez	Artemio	Bus Driver	06/01/23
Anthony	Scottie	Custodian	06/12/23
Colmenares	Jonathan	Technology Specialist	06/19/23
Dixon	Judy	Custodian	05/25/23
Dos Santos Pinto	Taiya	Paraeducator II	08/25/23
Estavillo	Angela	Custodian	06/01/23
Flores Maya	Adan	Paraeducator II	05/08/23
Gamino	Celeste	Paraeducator II	06/01/23
Guzman	Rene	Electrician	06/05/23
Hernandez	Gabriela	Bus Driver	04/10/23
Izquierdo	Angelina	Paraeducator II	05/05/23
Jimenez	Rocio	Bus Driver	04/10/23
Johnson	Laura	Paraeducator II	05/10/23
Lopez Ramirez	Cesar	Bus Driver	06/01/23
Maldonado	Norma	Family Liaison	05/23/23
Mendoza	Victor	Technology Specialist	06/12/23
Miklovich	Alan	Electrician	05/30/23
Mireles Rodriguez	Lisa	School Occupational Therapist	04/10/23
Montano	Itzel	Paraeducator II	05/03/23
Morales	Manuel	Board Certified Behavior Analyst	08/17/23
Moreau	Megan	Paraeducator II	05/22/23
Munoz	Holli	Paraeducator II	08/22/23
Oswald	Amy	Paraeducator II	05/03/23
Parlow	Dita	Paraeducator II	05/03/23
Perez	Leonard	Grounds Maintenance Worker I	06/01/23
Ponce	Michelle	Paraeducator II	05/01/23
Renshaw	William	HVAC-Refrigeration Technician	04/24/23
Richards	Ray	Construction Project Manager	06/05/23
Rodarte	Jarrit	Bus Driver	04/10/23
Ruvalcaba Lopez	Gabriel	Custodian	06/01/23

Sexton	Bethenea	Educational Sign Language Interpreter	08/22/23
Valenzuela	Eric	Custodian	05/08/23
Yant	Jesse	Lead Technology Specialist	06/05/23
Zaragoza	Matthew	Custodian	06/01/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Ayala	Karla	Fiscal Technician II	06/20/23
Domme	Bonnie	FNS Operations Assistant	06/01/23
Lopez	Richard	Network & Systems Specialist	06/01/23
McIlhaney	Jason	Facilities Planner	05/11/23
Rodriguez	Antonio	Technology Specialist	06/12/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Corona-Garcia	Victoria	Paraeducator III	06/09/23
Gutierrez	Elizabeth	Campus Support Asst.	05/16/23
Kocher	Dena	Board Cert. Behavior Analyst	06/04/23
Lopez	Gisela	Child Nutr Assist I	05/03/23
McNeil	Malcolm	SpEd Career Devel Specialist	06/16/23
Mendoza Ramirez	Daniela	Paraeducator II	05/27/23
Nelson	Kimberly	Graphics Technician	05/11/23
Olmedo	Susana	Paraeducator III	05/30/23
Perez	Elizabeth	Para- After School	05/20/23
Ramirez	Ray	Warehouse Wkr/Delvry Drvr	05/10/23
Watling	Patricia	Paraeducator After School	05/06/23
Wright	Jessica	Career & Tech Educ Supp Spec	05/09/23
Yelin	Steven	Custodian	05/25/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Barragan	Antonio	Custodian	06/01/23
Claudio	Valerie	Paraeducator II	06/01/23
Estrada	Jesse	Child Care Asst	06/01/23
Gonzalez	Stephany	Senior Office Asst	06/01/23
Matehuala	Daniela	Paraeducator II	06/01/23
Miller	Cheyenne	Campus Support Asst	06/01/23
Rossbacher	Elizabeth	Paraeducator I	06/01/23
Vreeland	Laurine	Senior Office Asst	06/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Anderson	Nicole	Child Nutrition Asst. I	05/04/23
Baldonado	Rhonda	Paraeducator II w/ signing skills	06/15/23
Cortez	Earlene	Child Nutrition Asst. I	06/15/23
De La Rosa	Martha	Child Nutrition Asst. I	06/15/23
Detmer	Jesse	Braille Transcriber	06/15/23
Filoso	Linda	Child Nutrition Asst. II	06/16/23
Gluyas	Brad	Custodian	05/31/23
Iacopelli	Marc	Paraeducator II	06/15/23
Ibarra	Abigail	Classified Substitute	06/16/23
Klein	Danna	Child Nutrition Asst. III	06/15/23
Lofton	Doug	Grounds Equipment Operator	06/02/23
Martinez	Lynn	Office Assistant & Health Technician	06/15/23
Nguyen	Myhanh	Child Nutrition Asst. I	06/15/23
Roberts	Paula	Paraeducator II	06/15/23
Siebler	Yvonne	Cert. SLPA	06/15/23
Veneracion	John	COTA	06/15/23
Wingate	Michael	Grounds Maintenance Worker II	06/05/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Sanchez	Jose	Trades Maint.Worker II	5/26/23-06/09/23 Paid Parental/Bonding Leave
Vargas	Jesus	Building Trades Mechanic	05/22/23 - 06/18/23 Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Arzate	Arturo Oziel	Custodian	05/08/23: Location change--from DATA to VHS; Same Position; Same Time Base
Aguiar	Paola	Paraeducator II	05/08/23: Location change--from DATA to BHS; Same Position; Same Time Base
Galensky	Alexis	Paraeducator II	05/08/23: Location change--from DATA to BHS; Same Position; Same Time Base
Hanrahan	Sonia	Paraeducator III	05/01/23: Hours/Location change--from Balboa (6hrs/day) to VHS (7hrs/day); Same Position
Madrid	Estelita	Paraeducator II	05/01/23: Location change--from Lemon Grove to ATLAS; Same Position; Same Time Base

Working Out of Class

Last Name	First Name	Job Class Description	Date
Vacancy Coverage			
Bauleke	Kevin	Network and Systems Specialist-C22	5/1-5;8-12;15-19;22-23;30-31/2023
Brown	Sarah	Trans Safety & Trng Specialist-K49	5/1-5;8-12;15-17;22-26;30-31/2023

Centeno	Grace	Child Nutr Mgr-Elementary-D38	5/1-5;8-12;15-19;22-26;30-31/2023
Foley	Angela	School Adm. Assistant III-B35	5/1-5;8-12;15-17;22-26;30-31/2023
Garcia	Xander	Grounds Maintenance Worker I-F66	5/15-19;22-26;30-31/2023
Lopez	Richard	Lead Technology Specialist-C25	5/1-5;8-12;15-18;22-25;30-31/2023
MendozaLopez	Rafael	Electrician-F48	5/1-5;8-12;15-17;22-26;30-31/2023
Robledo	Enrique	Lead Building Trades Mechanic-F40	5/15-16;19;22;25-26;30-31/2023
Zuniga	Nancy	Bus Driver Dispatcher-K55	5/2;4;10;12;16;22;24;26;31/2023
Covering for EE who is WOC			
Mijares	Danielle	Senior Office Assistant-B41	5/1-5;8-12;15-17;22-26;30-31/2023
Covering for EE who is on LOA			
Limited Term Assignment/Extra Help			
Other Reasons			
Hernandez	Phillip	Warehouse Supervisor-J06	5/1-5;8-12/2023
Rivera	Ruth	Child Nutr Assist I-D63	5/8/2023