

PERSONNEL COMMISSION
MEETING AGENDA – August 16, 2023
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- June 21, 2023, Regular Meeting

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. Next Regular PC Meeting: September 20, 2023

F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Paraeducator I
2. Approval of Revised Classification Specification: Paraeducator II
3. Approval of Revised Classification Specification: Paraeducator III
4. Approval of Revised Classification Specification: Paraeducator, Speech & Language

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.

5. Approval of Revised Classification Specification: Paraeducator, After School
 6. Approval of Revised Classification Specification: After School Paraeducator Liaison
- G. CONSENT AGENDA ITEMS
1. Personnel Transactions Report
- H. COMMISSION COMMENTS — No official action will be taken.
- I. CLOSED SESSION
1. Public Employee Performance Evaluation - Government Code §54957(b)
Title: Director, Classified Human Resources
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
- K. ADJOURNMENT

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MINUTES
June 21, 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 June 21, 2023. Ms. Campbell, Chair, called the meeting to order at 4:33 p.m.

Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Classified Human Resources Supervisor 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 June 21, 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 May 17, 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 F6, Review of School Site Clerical/Secretarial Support Staff Classifications and Request to Approve Related Modifications.
Kena Camarena regarding item F6, Review of School Site Clerical/Secretarial Support Staff Classifications and Request to Approve Related Modifications.

Rosa Salcido a general comment regarding reclassification of positions.

ITEM E1 VESPA REPORT

Ms. Carol Peek, VESPA President reported:

- 1) VESPA hosted a well attended end of the school year gathering at Victoria Pub for members.

ITEM E2 DIRECTOR'S REPORT

Ms. Crouch reported

- 1) Last day of school was Thursday, June 15th
- 2) The June summer session started Monday, June 20 and runs through this Thursday, June 30th. July ESY and summer session will then begin on July 5th.
- 3) Classified HR is now gearing up for summer projects, staffing for the fall, and back-to-school events planned for August.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- o Next regular Board meeting is scheduled for tomorrow, Tuesday, June 27th
- o Monday, July 4th – 4th of July holiday

ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE

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 E5 Next Regular PC Meeting: ~~August 16, 2023~~ August 23, 2023

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

ITEM G1 REVIEW AND APPROVAL OF THE CALENDAR OF REGULARLY SCHEDULE PERSONNEL COMMISSION MEETINGS FOR THE 2023-2024 FISCAL YEAR

After some discussion, On a motion by Mr. Walker, seconded by Ms Stallings, Motion/Seconded/Carried Unanimously (MSCU) the Personnel Commission Meetings for the 2023-2024 fiscal year was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell Nay 0; Abstain 0)


ITEM F2 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 170.2.6.4 (Promotional Salary Rate) FINAL READING AND APPROVAL

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised Personnel Commission Rules and Regulations, Section 170.2.6.4 (Promotional Salary Rate) as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)

- ITEM F3 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 170.2.1 (Initial Salary Placement) FINAL READING AND APPROVAL
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised Personnel Commission Rules and Regulations, Section 170.2.1 (Initial Salary Placement) as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)
- ITEM F4 REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 70.3.3.3 (Special Appointments – Compensation/Summer) FINAL READING AND APPROVAL
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised Personnel Commission Rules and Regulations, Section 70.3.3.3 (Special Appointments-Compensation/Summer) as presented, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell ; Nay 0; Abstain 0)
- ITEM F5 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: PLANNING AND COMPLIANCE SPECIALIST
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the new classification specification for Planning and Compliance Specialist as presented and allocated to salary range 270 on the Classified Represented Salary Schedule, by a vote of 3-0.(Ayes – 3/ Stallings, Walker, Campbell ; Nay 0; Abstain 0)
- ITEM F6 REVIEW OF SCHOOL SITE CLERICAL/SECRETARIAL SUPPORT STAFF CLASSIFICATIONS – FOLLOW-UP DISCUSSION AND RECOMMENDATION MODIFICATIONS
After a lengthy discussion reviewing the recommendations and approvals made at the May 17th Regular Personnel Commission meeting, the following actions were taken:
Motion #1: on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve further revisions to the School Services Assistant I and II classification specifications. In addition to approving the proposed revisions made by staff, the Personnel Commission also amended the statement under Representative Duties to read as follows: Essential Duties are intended to present a descriptive list of the range of some of the duties but not all of the 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. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
Motion #2: on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the updated/corrected spreadsheet outlining the Secondary reclassification of positions as presented. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- ITEM I COMMISSION COMMENTS
Ms. Campbell wished everyone a happy first day of summer.
- ITEM J CLOSED SESSION:
The meeting adjourned to closed session at 6:21 p.m. to discuss:
1. Public Employee Performance Evaluation pursuant to Government Code §54957 (b)
 Title: Director, Classified Human Resources
- ITEM K REPORT OF ACTION TAKEN IN CLOSED SESSION
The Personnel Commission returned to open session at 6:36 p.m., and reported that there was no action taken in Closed Session.
- ADJOURNMENT On a motion by Ms. Stallings seconded by Mr. Walker, MSCU to adjourn the meeting at 6:37 p.m. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 16, 2023

Subject: Approval of Revised Classification Specifications
Paraeducator I, II, III
Paraeducator, Speech & Language
Paraeducator, After School
After School Paraeducator Liaison

As the District continues recruitment efforts to fill anticipated vacancies for the above listed classifications, it is being recommended that the minimum qualifications be revised to bring them in alignment with the requirements of the Every Student Succeeds Act (ESSA). In addition, we would like to designate that an Associate's Degree (AA) is highly desirable which will then allow the District flexibility to extend the education incentive to employees who hold an AA degree in these classifications. Currently, an AA degree is a specified minimum qualification option, and therefore those who hold an AA do not meet the criteria for the education incentive. The district's desire is that we have as many Paraeducators as possible hold an AA degree. This adjustment not only allows the District to recognize the commitment to attaining higher education to better serve our students, but will also help in attracting and retaining employees in these hard to fill positions.

Therefore, the six classifications have been updated accordingly, and revisions are being presented to the Commission for review and approval.

It is therefore recommended that the Personnel Commission approve the attached, revised classifications as presented:

- Agenda Item F1: Paraeducator I
- Agenda Item F2: Paraeducator II
- Agenda Item F3: Paraeducator III
- Agenda Item F4: Paraeducator, Speech & Language
- Agenda Item F5: Paraeducator, After School
- Agenda Item F6: After School Paraeducator Liaison

Attachment: proposed revised classification specifications as noted above



For the future of every student

AGENDA ITEM F1

CLASS TITLE: PARAEDUCATOR I

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent. Completion of at least two years of study at an institution of higher education (48 semester units), or Associates degree. If a candidate does not possess the higher education requirement, then they must successfully pass the district's competency exam demonstrating knowledge of and the ability to assist in teaching reading, writing and mathematics (or readiness in those subject areas.)~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Experience working with individuals with special developmental needs is desirable.

AGENDA ITEM F2

CLASS TITLE: PARAEDUCATOR II

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent. Completion of at least two years of study at an institution of higher education (48 semester units), or Associates degree. If a candidate does not possess the higher education requirement, then they must successfully pass the district's competency exam demonstrating knowledge of and the ability to assist in teaching reading, writing and mathematics (or readiness in those subject areas.)~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Experience working with individuals with special developmental needs is desirable.

AGENDA ITEM F3

CLASS TITLE: PARAEDUCATOR III

EDUCATION AND EXPERIENCE:

~~Graduation from high school or equivalent. Completion of at least two years of study at an institution of higher education (48 semester units), or Associates degree. If a candidate does not possess the higher education requirement, then they must successfully pass the district's competency exam demonstrating knowledge of and the ability to assist in teaching reading, writing and mathematics (or readiness in those subject areas.)~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Requires one year experience working with special education students in an organized setting or one year experience providing health care services in a hospital, skilled nursing, extended care or convalescent care setting.

AGENDA ITEM F4

CLASS TITLE: PARAEDUCATOR, SPEECH & LANGUAGE

EDUCATION AND EXPERIENCE:

~~Possession of a High School Diploma or a GED~~

~~AND~~

~~Complete at least 48 semester units of study at an institution of higher education (college level)~~

~~OR~~

~~Obtained an associate's (or higher) degree~~

~~OR~~

~~Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.~~

~~AND~~

~~Experience working with school-age children in an organized educational, health, child care, or other structured setting including experience working with special education children. Experience working with students with speech and language disorders is preferable.~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with school-age children in an organized educational, health, child care, or other structured setting including experience working with special education children. Experience working with students with speech and language disorders is preferable.

AGENDA ITEM F5

CLASS TITLE: PARAEDUCATOR, AFTER SCHOOL

EDUCATION AND EXPERIENCE:

~~Possession of a High School Diploma or a GED~~

~~AND~~

~~Complete at least 48 semester units of study at an institution of higher education (college level)~~

~~OR~~

~~Obtained an associate's (or higher) degree~~

~~OR~~

~~Met (passed) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.~~

~~In addition to the above standards, applicants must demonstrate the ability to use computers, software and other technology tools and resources relevant to providing academic and clerical support to elementary or secondary after school program.~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Some experience using computers, software and other technology tools and resources relevant to providing academic and clerical support. Experience working with individuals with special developmental needs is desirable.

AGENDA ITEM F6

CLASS TITLE: AFTER SCHOOL PARAEDUCATOR LIAISON

EDUCATION AND EXPERIENCE:

~~Possession of a High School Diploma or a GED~~

~~AND~~

~~Complete at least 48 semester units of study at an institution of higher education (college level)~~

~~OR~~

~~Obtained an associate's (or higher) degree~~

~~OR~~

~~Met (passed) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.~~

~~In addition to the above standards, applicants must demonstrate the ability to use computers, software and other technology tools and resources relevant to providing academic and clerical support to elementary or secondary after school program.~~

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Some experience using computers, software and other technology tools and resources relevant to providing academic and clerical support. Experience working with individuals with special developmental needs is desirable. Experience working in a lead capacity highly desirable, preferably in an educational environment.

Revised:

Proposed revisions to the PC for review and approval 08/16/2023



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 08/16/2023

New Hires

Last Name	First Name	Job Class Description	Date
Anthony	Scottie	Custodian	06/12/23
Asahan	Nick	Technology Specialist	07/17/23
Dutter	Adam	Bond Program Manager	08/14/23
Figueroa	Tanya	Fiscal Technician II	08/02/23
Garcia	Grant	Technology Specialist	07/17/23
Hughes	Ryan	Facilities Planner	08/08/23
King	Sonia	Accountant	08/01/23
Magana	Maria	Director of Fiscal Services	07/31/23
Varela	Elyssa	Executive Assistant (Conf)	06/26/23
Woertink	Mallory	School Adm. Assistant I	08/01/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Cortez	Victoria	School Adm. Assistant III	08/01/23
Cox	Kathryn	Para- After School	08/18/23
Pulido	Caroline	School Services Assistant II	08/23/23
Randolph	Wesley	Child Nutr Mgr-Elementary	08/17/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Mendoza Lopez	Rafael	Trades Maintenance Worker II	06/20/23
Willoughby	Alexandria	Human Resources Specialist	07/05/23

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