

PERSONNEL COMMISSION
MEETING AGENDA – September 20, 2023
REVISED
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- August 1, 2023, Special Meeting
- August 16, 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: October 18, 2023

F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Mechanic I
2. Approval of Revised Classification Specification: Bus Driver

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.

3. Approval of Revised Classification Specification: P.E. Equipment Attendant
4. Approval of Revised Classification Specification: Athletic Equipment Attendant-Custodian
5. Approval of Revised Classification Specification: Family Liaison
6. Approval of Revised Classification Specification: Certified Occupational Therapy Assistant
7. Approval of Revised Classification Specification: Educational Sign Language Interpreter
8. Approval of Revised Classification Specification: Braille Transcriber
9. Approval of Revised Classification Specification: Accounting Supervisor
10. Approval of Revised Classification Specification: Senior Accountant
11. Approval of Revised Classification Specification: Pre-Licensed Associate/Intern
12. Approval of Revised Classification Specification: Licensed Associate
13. Approval of Revised Classification Specification: Licensed Associate Supervisor
14. Approval of Revised Classification Specification: Locksmith*

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

I. 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

August 1, 2023

CALL TO ORDER	A special meeting of the Personnel Commission of the Ventura Unified School District was held via Teleconference and In-Person on August 1, 2023. Ms. Stallings, Vice Chair, called the meeting to order at 4:32 p.m. Present: Commissioners Campbell (via teleconference), Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Human Resources Supervisor; and Reina Murillo, Human Resources Analyst, Confidential.
ADOPTION OF AGENDA	On a motion by Mr. Walker, seconded by Mr. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the August 1, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
PUBLIC COMMENTS	Rita Lopez regarding item E6, Request to Review the Appropriateness of the Current Eligibility List for the Classification: Attendance Assistant (PCRR 30.3.7).
ITEM D1	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported • We have now concluded the June and July summer sessions. August enrichment started today and will run for approximately two weeks. • All School Administrative Assistants and most school site clerical staff returned to work today. • As Classified prepares for the first day of school the focus at this time will be working with each school site, as well as the Special Education Department and ELOP to ensure positions are filled, or subs are in place by the start of school. • The Annual School Administrative Assistants meeting will be held on August 8th Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: ○ Next regular Board meeting is scheduled for Tuesday, August 8th ○ Annual "Celebrate!" at Buena High School, Tuesday, August 22nd ○ First day of school is Wednesday, August 23rd ○ Labor Day Holiday - Monday, September 7th
ITEM D1	<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 E1	<u>RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS</u> After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU), the Personnel Commission ratified the five (5), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
ITEM E2	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BEHAVIOR SUPPORT ASSISTANT</u> After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Behavior Support Assistant as presented, by a vote of 3-0.(Ayes – 3/Walker, Campbell, Stallings ; Nay 0; Abstain 0)
ITEM E3	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD DEVELOPMENT TEACHER</u> After a brief discussion, on a motion by Ms. Campbell, 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/ Campbell, Walker, Stallings ; Nay 0; Abstain 0)
ITEM E4	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD DEVELOPMENT SITE LEADER</u> After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell , MSCU to approve the revised classification specification for Child Development Site Leader as presented, by a vote of 3-0.(Ayes – 3/ Walker, Campbell, Stallings ; Nay 0; Abstain 0)
ITEM E5	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LICENSED ASSOCIATE</u>

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

ITEM E6

REQUEST TO REVIEW THE APPROPRIATENESS OF THE CURRENT ELIGIBILITY LIST FOR THE CLASSIFICATION: ATTENDANCE ASSISTANT (PCRR 30.3.7)

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell , MSCU to approve to reclassify the Attendance Assistant eligibility list to an Attendance Technician eligibility list in accordance with PCRR 30.3.7, by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Walker, Campbell ; Nay 0; Abstain 0)

ITEM I

COMMISSION COMMENTS

None

ADJOURNMENT

On a motion by Ms. Campbell seconded by Mr. Walker , MSCU to adjourn the meeting at 5:06 p.m.



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MINUTES

August 16, 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 August 16, 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; Belen Gonzalez, Classified Human Resources Supervisor and Reina Murillo, Human Resources Analyst, Confidential.
ADOPTION OF AGENDA	On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the August 16, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, 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 June 21, 2023 Personnel Commission meeting were approved as presented by a vote of 3-0. (Ayes – 3/Walker, Stallings, Campbell; Nay 0; Abstain 0)
PUBLIC COMMENTS	None
ITEM E1	<u>VESPA REPORT</u> Ms. Carol Peek, VESPA President reported: 1) VUEA has moved into the office next to VESPA 2) VESPA is excited for the start of the new school year. A goal for this year is going back to basics by way of educating members about the contract.
ITEM E2	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported • The Classified HR Department has been extremely busy preparing for the start of school. • The HR Department is also making plans to be in attendance at the upcoming Back-to-School Night events to promote employment opportunities with the District. • The Annual School Administrative Assistants meeting was held on August 8th • We partnered with the Transportation Department and the bidding of routes took place today – all were excited to be back and looked forward to seeing students soon. Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: ○ Next regular Board meeting is scheduled for Tuesday, August 8th ○ Annual "Celebrate!" at Buena High School, Tuesday, August 22nd ○ First day of school is Wednesday, August 23rd ○ Labor Day Holiday - Monday, September 7th
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 E5	<u>Next Regular PC Meeting: September 20, 2023</u> At this time, the Personnel Commission plans to continue to meet in person for the next meeting.
ITEM F1	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR I</u> After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Paraeducator I as presented, by a vote of 3-0.(Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
ITEM F2	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR II</u> After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Paraeducator II as presented, by a vote of 3-0.(Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
ITEM F3	<u>APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR III</u>

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

ITEM F4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR, SPEECH & LANGUAGE

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

ITEM F5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR AFTER SCHOOL

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

ITEM F6 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: AFTER SCHOOL PARAEDUCATOR LIAISON

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

ITEM G1 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 H COMMISSION COMMENTS

None

ITEM I CLOSED SESSION:

The meeting adjourned to closed session to discuss:

1. Public Employee Performance Evaluation pursuant to Government Code §54957 (b)
Title: Director, Classified Human Resources

ITEM J REPORT OF ACTION TAKEN IN CLOSED SESSION

The Personnel Commission returned to open session at 6:40 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 6:41p.m.
(Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: September 20, 2023

Subject: Approval of Revised Classification Specifications
Mechanic I, Bus Driver, P.E. Equipment Attendant, Athletic Equipment Attendant-Custodian, Family Liaison, Certified Occupational Therapy Assistant, Educational Sign Language Interpreter, Braille Transcriber, Accounting Supervisor, Senior Accountant, Pre-Licensed Associate/Intern, Licensed Associate, Licensed Associate Supervisor and Locksmith

As the District continues recruitment efforts to fill anticipated and current vacancies for the above listed classifications, it is being recommended that the classification specifications be updated to reflect current duties and/or minimum qualifications for the listed classifications.

Mechanic I

- Updating to reflect our standard minimum qualifications language, and shifting the license and certification requirements to be completed within the six month probationary period rather than at time application is submitted.

Bus Driver

- Update minimum qualifications to reflect our standard language.

PE Equipment Attendant and Athletic Equipment Attendant-Custodian

- Minor changes to update function, duties, and update minimum qualifications to reflect our standard language.

Family Liaison

- Minor changes to update duties and update minimum qualifications to reflect our standard language.

Certified Occupational Therapy Assistant

- Update minimum qualifications to reflect our standard language.

Educational Sign Language Interpreter

- Update minimum qualifications to reflect our standard language and Every Student Succeeds Act paraprofessional qualifications.



Braille Transcriber

- Update minimum qualifications to reflect current certification requirements as allowed by the State of California Department of Education.

Accounting Supervisor

- Update minimum qualifications to reflect our standard language.

Senior Accountant

- Update minimum qualifications to bring in alignment with established accounting career ladder (currently the minimum qualifications for the Senior Accountant are greater than the minimum qualifications for the Accounting Supervisor)

Pre-Licensed Associate/Intern

Licensed Associate

Licensed Associate Supervisor

- Update titles to reflect recent changes in corresponding certification requirements.
- Separate the Licensed Associate and Licensed Associate Supervisor classifications into two distinct classifications.

Locksmith

- Update minimum qualifications to reflect current need.

Therefore, the listed 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: Mechanic I
- Agenda Item F2: Bus Driver
- Agenda Item F3: PE Equipment Attendant
- Agenda Item F4: Athletic Equipment Attendant-Custodian
- Agenda Item F5: Family Liaison
- Agenda Item F6: Certified Occupational Therapy Assistant
- Agenda Item F7: Educational Sign Language Interpreter
- Agenda Item F8: Braille Transcriber
- Agenda Item F9: Accounting Supervisor
- Agenda Item F10: Senior Accountant
- Agenda Item F11: Pre-Licensed Associate/Intern
- Agenda Item F12: Licensed Associate
- Agenda Item F13: Licensed Associate Supervisor
- Agenda Item F14: Locksmith



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CLASS TITLE: MECHANIC I

BASIC FUNCTION:

Under the direction of the Director-Transportation **an assigned supervisor**, perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment; receive instructions, work assignments and guidance from the Lead Mechanic.

DISTINGUISHING CHARACTERISTICS:

The Mechanic I is the entry-level classification in the series. Incumbents perform general maintenance and repairs and assist in the completion of major projects and assignments. The Mechanic II is the experienced-level classification in the series. Incumbents perform skilled mechanical work in the maintenance and repair of school buses and various other large and small vehicles and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment; assure safe and proper operating condition of District vehicles and power-driven equipment

Inspect, troubleshoot and diagnose vehicle and equipment problems and malfunctions; replace or perform minor repairs on vehicle parts, components, equipment and accessories as needed; perform routine preventive maintenance on vehicles and equipment.

Perform scheduled preventive maintenance safety checks and inspections as required; assure compliance with California Highway Patrol school bus maintenance regulations and other requirements; conduct daily safety inspections of buses.

Assist with major vehicle maintenance projects such as overhauls and rebuilds; assist in the adjustment, repair and maintenance of brakes, transmissions, motors, engines and other vehicle systems; participate in minor and major tune-ups.

Operate and maintain a variety of equipment such as lifts, jacks, stands, hoists, grinders, welding equipment, air tools, testers, meters and various hand and power tools; drive a vehicle to conduct work; perform road tests on buses and vehicles.

Check and maintain appropriate fuel, oil, water and tire compression levels; replenish fluids and inflate tires as needed; replace, rotate and balance tires as needed.

Maintain bus interior; perform minor repairs on seats; repair or replace upholstery and seat covers as needed; replace glass, mirrors and flooring as necessary; replace light bulbs.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches, schematics, technical manuals and specifications; work from verbal and written instructions and work orders.

Respond to emergency situations as needed; assist with roadside maintenance and repair activities as

directed.

Communicate with District personnel and various outside agencies to exchange information.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; maintain order and discipline among passengers on the bus.

Maintain routine records related to work orders, materials and assigned activities.

Perform other duties as assigned that support the overall objective of the position.

OTHER DUTIES:

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General techniques and practices used in the maintenance and repair of vehicles and equipment.
Basic methods, equipment, tools and materials used in the servicing, repair and maintenance of vehicles.
Preventative maintenance practices.
Applicable traffic and student transportation laws, codes and regulations.
Operation of hand and power tools and equipment.
Oral and written communication skills.
Basic record-keeping techniques.
Health and safety regulations.
Safe and defensive driving practices.
Proper lifting techniques.

ABILITY TO:

Perform a variety of general activities in the inspection, maintenance and repair of school buses and various other large and small diesel, gas and alternative-fueled vehicles and equipment.
Replace or perform minor repairs on vehicle parts, components and accessories.
Assist in the adjustment, repair and maintenance of brakes, transmissions, engines and other vehicle systems.
Perform required inspections, preventive maintenance and servicing of buses and other vehicles.
Assist with inspecting, diagnosing and repairing major vehicle problems and malfunctions.
Monitor and replenish fluid levels including water, oil and fuel.
Operate a variety of hand and power tools.
Understand and follow oral and written instructions.
Drive a school bus to transport students safely and efficiently to various locations as needed.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the~~

~~knowledge and abilities listed above. Typically, this would be gained through: graduation from high school~~

Any combination of education, training, and/or experience equivalent to a high school diploma or equivalent, and two years experience performing general maintenance and repairs on gasoline and diesel-powered vehicles and equipment.

LICENSES AND OTHER REQUIREMENTS:

~~Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.~~

~~Valid California Special Driver Certificate.~~

- **A Valid California driver's license.**
- **Valid California Class B commercial driver's license with passenger and air brake endorsements will be required for positions assigned to the Transportation Department; employees must fulfill license requirement prior to completion of the six-month probationary period. A school bus endorsement is highly desirable.**

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Exposure to fumes, dust, dirt, oil and grease.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment.

Seeing to perform inspections and repairs.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.

Working from heights.



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CLASS TITLE: BUS DRIVER

BASIC FUNCTION:

Under the direction of an assigned supervisor, drive a school bus to transport students safely and efficiently to and from school and other assigned locations along designated routes; assure safety of students during transportation activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Drive a school bus along designated routes; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus in accordance with District policies related to disciplining students; report behavior issues to appropriate personnel; assure student understanding of bus rules; issue citations as needed.

Conduct required daily safety inspections of buses; inspect interior, exterior and engine of buses to assure safe operational condition; check brakes, lights, doors, mirrors and other equipment; report mechanical malfunctions or other problems as needed.

Maintain buses in a clean and safe operating condition; clean and wash bus windows, mirrors, interior and exterior; perform minor repairs on seats and other equipment; check and maintain appropriate fuel, oil, water and tire compression levels; replenish fluids and inflate tires as needed.

Meet scheduled departure and arrival times; adjust routes in response to road closures as necessary; assist students with crossing streets.

Transport students and faculty on field trips, sports events or other special activities to various locations along designated routes as assigned.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Maintain garage and other assigned work areas in a neat, clean and orderly condition as assigned; empty waste receptacles; sweep and clean floors; utilize mops, brooms and various hand and power tools.

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Maintain various records and logs related to inspections, mileage, maintenance and assigned activities.

Attend and participate in various meetings, in-services and trainings as assigned.

Perform periodic safety drills and explain related procedures to students as required.

OTHER DUTIES:

~~Perform related duties as assigned.~~

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safe and defensive driving practices.

Proper operation of school buses.

Applicable traffic and student transportation laws, codes and regulations.

Basic first aid procedures.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Oral and written communication skills.

ABILITY TO:

Drive a school bus safely and efficiently.

Learn and apply District policies and procedures related to student discipline.

Maintain a safe discipline level among passengers.

Meet schedules and time lines.

Observe legal and defensive driving practices.

Learn and follow designated routes.

Maintain bus in clean and proper working condition.

Conduct safety inspections and perform routine preventive maintenance.

Administer first aid.

Maintain routine records.

Understand and follow oral and written directions.

Communicate effectively with others

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

Any combination of education, training and experience equivalent to graduation from high school or equivalent and experience as a school bus driver highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger, school bus and air brake endorsements.

Valid California Special Driver Certificate.

Valid First Aid Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School bus and outdoor environment.

Exposure to fumes, dust, odors, oil/grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time while operating buses.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.
Bending at the waist, kneeling or crouching to inspect buses.
Climbing ladders or steps.
Reaching overhead, above the shoulders or horizontally.
Seeing to monitor passengers and operate a vehicle.

HAZARDS:

Traffic hazards.
Driving a vehicle during adverse weather conditions.
Fumes from chemical cleansers and bus operation.

Approved by Personnel Commission:

09/19/2007

Revised:

10/17/2012

Revised:

Proposed revisions to PC for review and approval 09/20/23



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CLASS TITLE: PE EQUIPMENT ATTENDANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of activities involved in preparing, setting up, issuing, collecting, maintaining and cleaning athletic uniforms, supplies and equipment for use in physical education activities; prepare fields and athletic facilities for physical education activities; maintain locker room in a safe, clean and orderly condition; **patrol and supervise campus activities to assure the safety and security of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Issue, collect, sort, maintain and clean PE clothes, loaners, towels, uniforms, equipment or other supplies for use in physical education activities; assure proper storage of uniforms and equipment; launder and dry PE clothes as assigned; organize and maintain storage areas.

Prepare gymnasium, fields or other athletic facilities for physical education and other activities; prepare, arrange, set-up and assemble equipment for physical education activities; dismantle and clean up equipment following physical education activities as required.

Maintain locker room and other assigned physical education areas in a safe, clean and orderly condition; pick up paper and other debris from locker room, athletic facilities and adjacent areas; sweep and mop floors; clean lockers; empty waste receptacles as needed.

Monitor activities and assist in assuring security of students in locker room areas according to established procedures; observe locker room activities to assure student compliance with established rules and policies as directed; assure students enter and exit locker room in a timely manner.

Patrol and supervise campus, assuring students are safe, orderly, secure and within supervised areas; monitor lunch areas, walkways, restrooms, parking lots, grounds, locker rooms, hallways and adjacent areas; assure safety and security of staff, campus property and the public.

Perform various clerical duties in support of PE and athletic activities as assigned; duplicate and distribute materials; sell used locks and PE clothing; collect monies and prepare deposits; receive, sort and distribute mail; initiate and receive telephone calls as needed.

Monitor inventory levels of supplies, equipment and uniforms; assist with ordering, receiving and maintaining inventory of supplies, equipment and uniforms; fill bathroom dispensers with paper towels, toilet paper and other items as needed.

Operate a variety of equipment such as washers, dryers, air pumps, equipment carts and mops; utilize standard office equipment including a copier, computer and assigned software.

Inspect and assure proper working condition of athletic equipment; perform minor repairs on athletic equipment as necessary.

Maintain various records related to student lockers, supplies, equipment, inventory and assigned activities; update and maintain the PE and team sport bulletin board as required.

Communicate with District personnel to exchange information and resolve issues or concerns; utilize a two-way radio as required.

Lock and unlock athletic facility doors as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Assign physical education lockers to students according to established procedures.

Perform duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining athletic facilities and equipment in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Equipment, supplies and uniforms used in team and individual sports.

Operation of cleaning equipment including washers and dryers.

Safe locker room practices and appropriate student conduct.

Basic inventory practices and procedures.

Oral and written communication skills.

Record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Issue, collect, sort, maintain and clean PE clothes, loaners, towels, uniforms, equipment or other supplies for use in physical education activities.

Maintain locker room and other physical education areas in a safe, clean and orderly condition.

Prepare gymnasium and other athletic facilities for sports events and other activities.

Use cleaning materials and equipment in a safe and efficient manner.

Observe and report student behavior and progress according to approved policies and procedures.

Launder, dry, sort, match and store athletic uniforms, equipment and PE clothes.

Communicate effectively both orally and in writing.

Set-up, assemble and dismantle equipment for physical education activities.

Work cooperatively with others.

Understand and follow oral and written instructions.

Maintain routine records related to work performed.

Meet schedules and time lines.

Observe health and safety regulations.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 1 year experience preparing for athletic events, working in an athletics facility, leading athletic events or recreational activities for children or young adolescents, or other related experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to monitor activities and read various materials.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

06/18/2008

Revised:

09/15/2021

Revised:

Proposed revisions to the PC on 09/20/2023



For the future of every student

CLASS TITLE: ATHLETIC EQUIPMENT ATTENDANT - CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of activities involved in ~~To receive, issue, maintain, store, and~~ **receiving, issuing, storing and maintaining** inventory ~~of~~ athletic equipment and supplies; **maintain locker room in a safe, clean and orderly condition; patrol and supervise campus activities to assure the safety and security of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures.**

~~to supervise and ensure the security of assigned locker room areas; and to perform general cleaning and custodial functions. Employees in this classification receive general supervision within a framework of well-defined policies and procedures. This job class may coordinate and monitor the work of student assistants. This job class exercises responsibility for the proper safety and accounting of school athletic/sports equipment as well as the maintenance of assigned gym and locker room areas in a clean and orderly condition.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintains, accounts for, and inventories athletic equipment and supplies.

Maintains athletic equipment in proper working condition; cleans equipment after use, inspects equipment for safety hazards and needed repairs, makes minor repairs.

Performs general janitorial, cleaning, and custodial functions in the clean-up and maintenance of gymnasium and locker room areas.

Issues equipment and supplies for use in physical education classes, practices, and games; ensures proper fit of protective gear.

Issues lockers and maintains records of lock combinations; assists students with locker and lock problems; unjams lockers, cleans and clears lockers; changes locker combinations.

Issues athletic uniforms; arranges for cleaning and ensures proper supply of uniforms is available for athletic events.

Sets up athletic equipment for wrestling matches and basketball games.

Performs routine clerical support functions as assigned; answers telephone, takes messages, maintains records.

Maintains vending machines; orders, receives, and stores product; fills machine; counts, rolls, records, and deposits money.

May coordinate and monitor the work of student assistants

Patrol and supervise campus, assuring students are safe, orderly, secure and within supervised areas; monitor lunch areas, walkways, restrooms, parking lots, grounds, locker rooms, hallways and adjacent

areas; assure safety and security of staff, campus property and the public.

~~Sweeps, dust mops, and buffs floors.~~

~~Cleans restrooms and showers, dusts lockers, and empties and cleans trash receptacles.~~

Perform other duties as assigned that support the overall objective of the position

~~OTHER DUTIES:-~~

~~Performs related duties similar to the above in scope and function as required~~

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Effective record keeping methods and procedures.

Equipment, materials, and supplies used in school sports programs.

Proper methods of fitting and storing athletic equipment.

Cleaning methods, tools, and equipment.

The safe use and operation of equipment and chemicals used in janitorial and custodial work.

ABILITY TO:

Maintain accurate records and conduct periodic inventory of assigned athletic equipment and supplies.

Perform minor maintenance and repair of athletic equipment.

Effectively supervise students in locker room.

Effectively communicate in both oral and written forms.

Understand and carry out both oral and written instructions.

Safely use and apply custodial cleaning agents, equipment, and materials.

Meet the physical requirements necessary to safely and effectively perform required duties.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.~~

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 1 year experience preparing for athletic events, working in an athletics facility, leading athletic events or recreational activities for children or young adolescents, or other related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to monitor activities, to read various materials and to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

Approved by Personnel Commission:

05/21/1997

Revised:

09/17/2008

Revised:

Proposed revisions to the PC on 09/20/2023



For the future of every student

CLASS TITLE: FAMILY LIAISON

BASIC FUNCTION:

Under the direction of a ~~special program~~ **an assigned** supervisor serve as a liaison between teachers, families, students, support staff, various community services agencies and the community regarding educational programs, and services and student issues in areas such as early learning, behavior, development, and health; provide related outreach, support and guidance services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a liaison between teachers, families, students, support staff, various community services agencies and the community regarding educational programs, services and various student issues; assist in coordinating and arranging various programs and services to meet the needs of students.

Provide outreach, liaison and guidance services to assist in resolving student and family issues and problems in areas such as early learning, behavior, development, and health; work with parents, teachers families and others in developing and implementing strategies, goals and objectives for resolving student issues.

Serve as an informational resource to families, staff and others concerning school and community programs, services, and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures.

Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of school and community services and resources; refer parents to school services or community resources as appropriate.

May translate communications between teachers, staff and limited or non-English speaking students and parents as assigned by the position; may serve as an interpreter for conferences, telephone calls, assemblies and meetings as needed; may translate written correspondence as necessary.

Provide assistance to individual and small groups of students to enhance skills and knowledge, develop and enhance appropriate social skills, and prepare children for entrance into a school setting.

Compose, distribute and respond to a variety of correspondence related to assigned liaison and support services; initiate and receive telephone calls; make home visits; schedule and arrange various student, parent and other appointments as assigned.

Coordinate and facilitate parent and family education programs.

Contact parents to discuss student needs, issues and progress and provide assistance in meeting student goals and objectives; follow up on student issues, progress and problems with staff, teachers and others to assure needs are being met.

Establish and maintain partnerships with community agencies to facilitate and enhance support services for District students, families and teachers. Contact community agencies to provide information and

follow up on referrals.

Arrange, schedule and request parent participation in conferences, meetings and other activities; encourage parent participation in various school and community programs and services.

Assist in coordinating and arranging various programs and services to meet the needs of students, families and teachers.

Operate a variety of office equipment including a copier, ~~fax machine~~, computer and assigned software; drive a vehicle to conduct work.

Assist with coordinating and arranging assessment tests as required; administer and score tests.

~~Maintain various records related to assigned activities.~~

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.

Attend and participate in various meetings as assigned.

Perform other duties as assigned that support the overall objective of the position.

~~OTHER DUTIES:~~

~~Perform related duties as assigned.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices and techniques of providing assistance to families.

Community and school resources, services and programs related to the needs of identified families.

Basic interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families.

Problems and concerns of identified students.

Oral and written communication skills.

Correct oral and written usage of English and a designated second language.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Record-keeping and filing techniques.

Basic public relations techniques.

ABILITY TO:

Serve as a liaison between teachers, families, students, support staff and the community regarding educational and other community programs, services and various student issues.

Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior, development and health.

Serve as an informational resource to families, staff and others concerning school programs, services, and other matters.

Work with families, teachers and others in developing and implementing strategies, goals and objectives

for resolving student issues.

Coordinate, facilitate, develop, present family and parent education programs.

Translate oral and written communications between English and a designated second language, as assigned.

Meet, confer with and interview parents in the identification of children's needs and issues.

Refer families to school and community resources and services as appropriate.

Learn policies and objectives of assigned programs and activities.

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

Understand and follow oral and written instructions.

Meet schedules and time lines.

Maintain various records and files.

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 equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school~~ **Any combination of education, training, and/or experience equivalent to a high school diploma or equivalent** and two years experience working with students or families in a social services or educational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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.

Driving a vehicle to conduct work.

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 for extended periods of time.

Seeing to read a variety of materials.

Approved by Personnel Commission:

06/18/1997

Revised:

09/17/2008

Revised:

10/17/2012

Revised:

Proposed revisions to the PC 09/20/2023



For the future of every student

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of occupational therapy procedures, services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities; assist with developing and implementing therapeutic activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide occupational therapy services and treatment to enhance sensory-motor development among identified students with disabilities; implement treatment plans for individual students according to established specifications; conduct individual and group sessions with students.

Assist School Occupational Therapists with developing and implementing treatment, therapeutic activities and related plans, goals and objectives to improve student functioning and enhance learning; conduct motor therapy activities with individual and small groups of students.

Provide consultation and support to teachers and others regarding student developmental needs, treatment procedures and related educational activities; travel to school sites to assist with therapeutic activities of assigned caseload as directed.

Monitor and assess sensory-motor development and other identified developmental needs using various tools; evaluate needs and progress towards goals; monitor and assist with adjusting individual treatment and therapy programs in response to student progress.

Advise teachers, staff, parents and others concerning occupational therapy, sensory development and related students, therapy programs, treatment plans, guidelines, requirements, practices, procedures, and motor, fine motor, sensory and self-care issues and programs.

Provide appropriate follow-up services on student therapy programs to monitor progress and assure student needs are being met in accordance with established requirements; meet and confer with School Occupational Therapists and others concerning student progress.

Assist in researching and organizing occupational therapy and related departmental operations and activities; assist with arranging and setting up clinics; prepare, set out and clean up related supplies, toys and equipment; reserve facilities for treatment activities.

Utilize, adjust and demonstrate the use of various adaptive and therapeutic equipment as appropriate.

Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.

Provide input concerning student needs, goals, treatment sessions and progress; assist therapists with IEP updates, addendums and progress notes for individual students.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

Attend and participate in various meetings, conferences and in-services as assigned.

OTHER DUTIES:

~~Perform related duties as assigned.~~

Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, methods, equipment, theories, practices and techniques of occupational therapy.

Occupational therapy modalities, activity assessment and related child development.

Problems and concerns of students with special needs.

General plans, practices, techniques and strategies involved in providing occupational therapy and treatment to enhance sensory-motor development among identified students with disabilities.

Policies and objectives of assigned program and activities.

Child growth and development.

Operation of therapeutic and adaptive equipment.

Common disabling conditions of children.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report writing techniques.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide occupational therapy services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities.

Conduct motor therapy activities and implement treatment plans for individual and small groups of students according to established goals and specifications.

Interpret, apply and explain rules, regulations, policies and procedures.

Understand and relate to children with special needs.

Assist with developing and implementing appropriate treatment plans.

Set up, operate and adjust therapeutic and adaptive equipment.

Determine appropriate action within clearly defined guidelines.

Provide consultation and support to teachers and parents regarding student developmental needs.

Maintain records and prepare reports.

Prepare detailed individual case notes.

Observe health and safety regulations.

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 equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.~~

Requires an Associate's degree in Occupational Therapy from an accredited program verified by the Accreditation Council for Occupational Therapy Education (ACOTE) and one year occupational therapy experience working with students with various disabilities in a rehabilitative setting highly desirable.

LICENSES AND OTHER REQUIREMENTS:

~~Valid Certified Occupational Therapy Assistant Certification issued by the American Occupational Therapy Certification Board.~~

~~Valid State Occupational Therapy Assistant license.~~

- **Pass the National Board for Certification in Occupational Therapy (NBCOT) examination.**
- **Obtain and maintain a license in California through the California Board of Occupational Therapy.**
- **Occupational Therapist Assistants must earn the minimum professional development units and meet professional and ethical standards to maintain licensure.**

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Approved by Personnel Commission:

06/18/2008

Revised:

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



For the future of every student

CLASS TITLE: EDUCATIONAL SIGN LANGUAGE INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others; confer with students, teachers and administrators concerning instructional functions, interpretation services, educational progress and related issues, needs and activities; serve as a member of a student's educational team.

Interpret and provide transliteration for individual or small groups of deaf and hard-of-hearing students to reinforce and follow-up instructional concepts in various subject areas utilizing sign language or other methods of communication; interpret from spoken language into sign language and from sign language into spoken language.

Interpret information simultaneously during classroom or other presentations and activities as needed; interpret questions, responses, comments, explanations and other communications between students, faculty, staff and others; facilitate and support student participation and communications in social interactions; monitor and adjust interpretation in response to student comprehension.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students in support of educational programs and instructional activities; utilize appropriate register to express the language, meaning and intent of the speaker.

Attend and provide interpretation services for various events and activities such as classroom activities, meetings, conferences, phone calls, workshops, award ceremonies, counseling functions, field trips, assemblies, sports events, student clubs, staff presentations, back to school night and graduation ceremonies.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned faculty with the implementation of lesson plans; assist with clarifying lesson plans for students as needed; assure students, teachers, staff and others receive accurate communications.

Review and evaluate lesson plans and instructional materials in preparation for classroom activities and interpretation services.

Provide interpretation services for deaf and hard-of-hearing staff members as needed.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities and lunch periods as required; report progress regarding student

performance and behavior.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Communicate with staff, parents and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and classroom equipment such as copiers, audio-visual devices, computers and assigned software; utilize specialized equipment for deaf and hard of hearing students such as assistive listening devices; drive a vehicle to conduct work.

Prepare and maintain various records, reports and files related to students, instructional activities and assigned duties.

Attend and participate in various in-services, mentoring activities, workshops and other training activities as required.

OTHER DUTIES:

~~Perform related duties as assigned.~~

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

American Sign Language, sign vocabulary and various other assigned sign systems.

General needs, problems, learning styles, and requirements of deaf and hard of hearing students.

Current developments, trends and techniques in the field of interpreting for the deaf.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Professional Code of Conduct for Interpreters.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Child guidance principles and practices related to deaf and hard of hearing children.

Classroom procedures and appropriate student conduct.

Safe practices in classroom and playground activities.

Operation of standard office and classroom equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Provide voice to sign and sign to voice interpreting and other support services for deaf and hard-of-hearing students in a variety of settings to facilitate communications between students, faculty, staff, administrators and others.

Interpret information simultaneously during classroom or other presentations and activities.

Provide expressive and receptive interpretation and transliteration in American Sign Language, manually coded signed English systems or oral interpreting for deaf and hard-of-hearing students.

Sign and voice rapidly and accurately using oral and manual forms of communication to provide verbatim or paraphrased interpretations.

Convey abstract concepts and technical terminology in American Sign Language.

Understand and relate to deaf and hard of hearing students.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.
Observe health and safety regulations.
Prepare and maintain various records and reports.
Maintain regular and consistent attendance.

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.~~

Requires an Associate's degree in a sign language interpreter training program, deaf studies or a related area. Requires one year of experience providing sign-to-English (expressive skills) and English-to-sign (receptive skills) interpreting in one or more sign systems/languages. Additional related experience in an academic or similar environment may be substituted for some higher education based on two years of experience for one year of college.

LICENSES AND OTHER REQUIREMENTS:

~~Possession of a valid certification issued by the National Registry of Interpreters for the Deaf, having achieved the score on the Educational Interpreter Performance Assessment, the Educational Sign Skills Evaluation-Interpreter, or the National Association of the Deaf/American Consortium of Certified Interpreters assessment as required under California State Law; or have met comparable requirements.~~

Requires:

By July 1, 2009 and thereafter, certified by the national Registry of Interpreters for the Deaf (RID)
OR

Have achieved a score of 4.0 or above on the:

- Educational Interpreter Performance Assessment (EIPA) OR**
- Educational Sign Skills Evaluation-Interpreter and Receptive (ESSE-I/R) OR**
- National Association of the Deaf/American Consortium of Certified Interpreters (NAD/ACCI) assessment.**

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to sign for students.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and interpret the sign language of others.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching to assist students.

Approved by Personnel Commission: 06/18/2008

Revised: 04/15/2009

Revised: 10/17/2012

Revised: ***Proposed revisions to PC for review and approval 09/20/23***



For the future of every student

CLASS TITLE: BRAILLE TRANSCRIBER

BASIC FUNCTION:

Under the supervision of the Executive Director of Special Education or administrative designee, and under the daily guidance and direction of the Teacher of the Visually Impaired, transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students; prepare necessary materials for visually impaired students to receive regular school information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print; determine appropriate format for visually impaired students; assure materials are prepared in accordance with student needs and established time lines.

Prepare, format, transcribe and adapt instructional materials such as books, worksheets, tests, study materials, student assignments, homework and other materials for visually impaired students in accordance with established Braille translation guidelines.

Utilize a Perkins Braille or computer and specialized software to scan, import, transcribe and adapt a variety of instructional materials and other documents into Braille according to established Braille guidelines; emboss, collate and bind Braille materials.

Proofread, edit and verify accuracy of transcribed materials; type instructional materials, worksheets, homework assignments and other documents in large type print for partially sighted students; utilize a copier to enlarge documents to appropriate size.

Translate Braille materials into printed words for teachers and other staff as needed; confer with teachers and other personnel concerning instructional materials and student needs; modify instructional materials to meet the individual needs of students as appropriate.

Prepare materials and books for utilization at various school sites; distribute and collect materials; monitor and assess student needs to determine material requirements; modify instructional materials to meet the individual needs of students as appropriate.

Prepare raised-line drawings of graphs, maps, charts, diagrams, illustrations and other graphics according to instructional material content and student needs; record books onto tape as needed; utilize tap recorder.

Assist with the instruction of visually impaired students; work with and assist students individually with reading, art projects and various other learning activities; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Monitor and maintain adequate inventory levels of large print and Braille books and materials as needed; research new materials; order, receive, process and distribute a variety of books and instructional materials for the visually impaired; collect and prepare books and materials for return.

Communicate with faculty, staff and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of specialized equipment including an embosser, binding machine, slate and stylus; drive a vehicle to conduct work.

Participate in coordinating and conducting Braille Club activities for visually impaired students; assist with various disability awareness programs.

Assist visually impaired students with computer lab learning activities as needed.

Maintain various records related to books and assigned activities.

Participate in a variety of other assigned activities such as accompanying students on field trips, administering oral tests and arranging for equipment repairs.

OTHER DUTIES:

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as needed; monitor and report progress regarding student performance and behavior.

~~Perform related duties as assigned.~~

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, equipment and techniques used in Braille transcription and the preparation of raised-line drawings and large type print.

Grade 2 Braille, Nemeth Braille formatting, and related rules and guidelines.

Operation of a computer and specialized Braille software.

Practices and procedures involved in the instruction of visually impaired students.

Proper operation and use of Braille and large print transcription equipment and machines.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Braille translation codes, rules, practices and guidelines.

Learning issues and problems related to the visually impaired.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Transcribe a variety of instructional materials into an appropriate media such as Braille, raised-line drawings and large type print for visually impaired students.

Prepare necessary materials for visually impaired students to receive regular school information.

Operate a variety of specialized equipment including a copier, Perkins Brailier, embosser and book binding machine.

Proofread, edit and verify accuracy of transcribed materials.

Determine appropriate format of materials for visually impaired students.

Operate a computer and specialized peripherals and software.
Monitor and assess student needs to determine material requirements.
Type or input data at an acceptable rate of speed.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Meet schedules and time lines.
Maintain various records and files.
Communicate effectively both orally and in writing.
Maintain regular and consistent attendance.

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 have coursework in literary Braille, and prior experience (which can be concurrent with coursework) preparing Braille, tactile, and large format print materials and/or working with visually impaired students.~~

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).

Requires some experience working with children in an organized educational, health, child care, or other structured setting including experience in Braille translation or working with visually impaired children. Requires one year experience in Braille translation and current enrollment in literary braille course(s) leading to certification from the Library of Congress. Possession of Literary Braille Transcribing certification from the Library of Congress may substitute for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

~~Requires a valid Certificate~~ **Certification** from the Library of Congress in Literary Braille **desirable**.

Mathematics Braille (Nemeth Code) certification desirable.

May require a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching.

Approved by Personnel Commission:
Revised:

06/18/2008
07/08/2020
09/20/2023 proposed changes to the PC for review and approval



For the future of every student

CLASSIFICATION TITLE: ACCOUNTING SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director, Budget & Finance, organize, direct and perform a variety of professional accounting duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts; prepare, maintain and audit a variety of financial and statistical data, records, reports and statements; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts; assure assigned accounting, budget and finance activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Assist the Director of Budget & Finance with coordination of personnel, financial record-keeping and reporting, payroll services and analysis to meet District needs and assure smooth and efficient fiscal activities; assist in directing the day-to-day activities of the Department; assist in establishing and maintaining Department time lines and priorities; assist in developing and implementing accounting programs, projects, plans, goals and objectives.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, cash flow, position control and other assigned duties; review, audit and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; analyze financial system to assure accurate calculation of adjustments for payroll, accounts payable and receivable, budget, personnel, purchasing and fixed assets; maintain and update account charts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

May be assigned to supervise accounts receivable functions including the receipt, verification and processing of incoming monies and deposits; coordinate and direct accounts payable functions including the processing of invoices and distribution of payments; review, analyze and authorize invoices for payment; audit and reconcile payee and payment amount with District records to assure accuracy.

May be assigned to monitor the District's hiring of personnel for certificated and classified vacancies; review, analyze and verify proper authorization and available funding for position vacancy requests; reconcile computerized personnel data with approved staffing charts for individual sites and departments; identify and correct discrepancies; analyze staffing budget and assure accuracy and proper Board approval; assure personnel salary schedules are properly updated in response to salary step adjustments; modify and update salary schedules in response to negotiation agreements and implement salary

changes.

Organize, direct and participate in the calculation, posting, auditing and adjustment of journal entries; monitor, evaluate, balance and reconcile various accounts, funds and budgets; update accounts to reflect and assure accurate accounting of income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments.

Coordinate and provide support in year-end closing functions; review and evaluate open encumbrances and set up necessary liabilities; analyze, prepare and set up payable and receivables for categorical programs; review, evaluate, process and adjust accruals; analyze inventory and adjust to actual; review and process fixed asset depreciation.

Provide administrative support in the review, preparation and development of assigned budgets; prepare revenue, expenditure and cash flow forecasts and projections to assist with budget preparation; analyze costs and provide recommendations concerning budgetary allocations, limits and expenditures; compare budgets with actuals and recommend adjustments as needed.

Assist the Director of Budget & Finance in the preparation of the District's budget and interim reporting throughout the year; review, analyze and provide technical assistance in the preparation and development of various District budgets; assist with assuring proper allocations, fund disbursement and fiscal solvency; provide input concerning projected annual income, expenditures and balances to determine budget requirements; provide input and analyze budgetary allocations; review and analyze enrollment projections in the development of staffing allocations.

Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, balances, statements, records, documents and reports to identify errors and discrepancies; research, investigate and resolve financial issues, errors and discrepancies.

Provide consultation to administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, issues, needs, records, reports, requirements, laws, codes, regulations, policies and procedures.

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

Assist in the coordination of the year-end audit as directed; provide technical assistance and fiscal information to outside auditors as requested

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Develop and update fiscal procedures for various accounting-related functions; prepare and distribute various analyses

Attend and participate in various meetings as assigned; present financial data, information and recommendations as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts including accounts payable, accounts receivable, Child Nutrition, position control and staffing, salary schedule development and implementation.

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles.

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Research and statistical evaluation techniques.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Supervise and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.

Prepare and analyze comprehensive financial statements, accounting reports, and statistical records.

Maintain accurate financial and statistical records.

Train, supervise and evaluate the performance of assigned personnel.

Review, analyze and verify proper authorization and available funding for position vacancy requests.

Modify and assure proper implementation of salary schedules in response to negotiation agreements.

Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.

Review, reconcile, audit and analyze financial data, statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries including income and expenditures.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Evaluate financial and budgetary data and prepare forecasts and recommendations.

Identify, research, investigate and resolve financial issues, errors and discrepancies

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.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through:~~ **Any combination of education, training and experience equivalent a** bachelor's degree in accounting or related field and two years professional accounting experience performing varied supervisory, financial analysis, auditing, budget development, record-keeping and report preparation duties. **Accounting experience in a school district environment highly desirable.**

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: 09/19/2007

Revised: 02/17/2016

Revised: *Proposed revisions to PC for review and approval 09/20/2023*



For the future of every student

CLASSIFICATION TITLE: SENIOR ACCOUNTANT

BASIC FUNCTION:

Under the direction of the Director, Budget & Finance, perform a variety of professional accounting duties involved in the development, preparation, review, analysis, maintenance and adjustment of various District budgets, funds and accounts; prepare and maintain a variety of financial and statistical data, records, reports and statements; and train and provide technical direction and guidance to accounting personnel, as well as school site and department personnel as needed.

DISTINGUISHING CHARACTERISTICS:

Staff Accountant: is the entry-level class in the accountant series. Incumbents perform a wide variety of advanced level accounting duties, focus on assigned budget and program accounts and functions, require a broad knowledge of federal and state rules and regulations, and District policies and procedures. Incumbents will demonstrate knowledge of generally accepted accounting practices and will have competency in journal entries to general ledger, account analysis, bond and fund accounting. Performs duties under immediate supervision, accounting to established rules and procedures. *(NOTE: The Staff Accountant information is a placeholder at this time, but is an important piece in the strategic alignment of the Accounting career ladder to industry standards that exist within both public and private sectors. The need for this position does not currently exist within VUSD, however, could become a need upon approval of a bond measure at a later date. The classification specification would be presented to the Personnel Commission for review, approval and salary allocation at a later date, based upon an identified and approved need to create the position.)*

Senior Accountant: is the senior-most class in the accountant series. Incumbents perform a wide variety of accounting duties; including performing the full scope of financial record keeping transactions, complex accounting duties, and related support. The Senior Accountant will have competency in revenue stream accounting, budget development and administration, and all aspects leading to preparation of trial balance financial statements. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and serve in a lead capacity acting as a resource to accounting staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds and accounts; assure assigned accounting, budget and finance activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Prepare and maintain a variety of financial and statistical reports, statements and records related to income, expenditures, accounts, budgets, programs, grants, bonds, and other assigned duties; review, audit and analyze records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Provide technical work direction, guidance and training to designated personnel; in collaboration with the Director, Budget & Finance and/or Accounting Supervisor, assign duties and review assigned work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested; assist employees with budgets and accounts as needed.

Organize, support and participate in the calculation, posting, auditing and adjustment of journal entries; balance and reconcile various accounts, funds and budgets; update accounts to reflect and assure accurate accounting of income and expenditures; initiate budget and fund transfers and adjustments as appropriate; review accounts for errors and make appropriate adjustments.

Provide support in the review, preparation and development of assigned budgets; analyze costs and provide recommendations concerning budgetary allocations, limits and expenditures; compare budgets with actuals and recommend adjustments as needed; review, analyze and provide technical assistance in the preparation and development of various District budgets; provide input concerning projected annual income, expenditures and balances to determine budget requirements; provide input and analyze budgetary allocations.

Research, review, compile, prepare, calculate, analyze and revise financial and statistical data related to assigned accounts, budgets and activities; compare and reconcile ledgers, balances, statements, records, documents and reports to identify errors and discrepancies; research, investigate and resolve financial issues, errors and discrepancies.

Serve as a technical resource to District personnel administrators and personnel concerning accounting and budgetary functions; respond to inquiries and provide detailed and technical information concerning related accounts, budgets, standards, practices, transactions, issues, needs, records, reports, requirements, laws, codes, regulations, policies and procedures. Communicate with outside agencies to exchange information and resolve issues or concerns.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to accounting and budgeting functions; assist with modifying systems and activities to meet requirements. Coordinate, document, and explain the implementation of new legislation, changes in labor agreements, and software changes to accounting staff as necessary.

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

Provide support in year-end closing functions; prepare and set up payable and receivables for programs; review, evaluate, process and adjust accruals; review and process fixed asset depreciation. Assist in the year-end audit as directed; provide technical assistance and fiscal information to outside auditors as requested.

Coordinate with district management and staff to assess needed improvements and efficiencies in budget and fiscal processes; attend and participate in various meetings as assigned; conduct district-wide training/workshops in appropriate accounting procedures; present financial data, information and recommendations as needed.

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

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of accounting operations and activities involved in the development, preparation, review, maintenance and adjustment of various District budgets, funds, bonds and accounts.

Methods, procedures and terminology used in professional accounting work.

Generally Accepted Accounting Principles, practices and procedures

Analysis of complex financial statements and reports.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Policies and objectives of assigned programs and activities.

Preparation, review and control of assigned accounts.

General accounting, budget and business functions of a school district.

Budgeting practices regarding monitoring and control.

Financial analysis and projection techniques.

Research and statistical evaluation techniques.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Coordinate and perform a variety of professional accounting and finance duties involved in the development, preparation, review, analysis, auditing, maintenance and adjustment of various District budgets, funds and accounts.

Prepare and analyze comprehensive financial statements, accounting reports, and statistical records.

Maintain accurate financial and statistical records.

Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.

Review, reconcile, audit and analyze financial data, statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles.

Calculate, post, audit and adjust journal entries including income and expenditures.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Evaluate financial and budgetary data and prepare recommendations.

Identify, research, investigate and resolve financial issues, errors and discrepancies

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.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software. Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a bachelor's degree in accounting or related field **graduation from high school supplemented by college level coursework in accounting or related field** and three **four** years technical accounting experience performing varied financial analysis, auditing, budget development, record-keeping and report preparation duties. **An associate's or bachelor's degree in accounting or related field highly desirable.**

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

05/21/2020

Revised:

09/20/2023 – proposed changes to PC for review and approval



For the future of every student

CLASS TITLE: ~~PRE-LICENSED ASSOCIATE/INTERN~~

Associate - Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker

BASIC FUNCTION:

~~Opportunity for a paid, school-based internship. Seeking collaborative, professional, and committed interns to work with students, K-12th grades throughout the school year. Clinical supervision and training hours provided.~~

Under the direction of a designated Certificated Administrator and Licensed Supervisor, provides direct mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance. Assists with coordinating services by providing training, education, and program development to address and implement tiered interventions through a Multi-Tiered System of Support (MTSS) framework. This position is expected to carry a caseload of students and collaborate with all stakeholders in building a coherent system of coordinated support within a MTSS framework. Serves as a liaison between counselors, students, families, school sites, support staff, and various community services agencies, with a primary focus on: the mental health and wellness of students, supporting social-emotional goals, and educational access.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under the direction of a designated Certificated Administrator and an assigned Licensed Associate, assists in providing mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance.

May interpret and facilitate communication between staff and non-English speaking students and parents/guardians. May translate communications between staff and limited or non-English speaking students and parents/guardians as assigned by the position; may serve as an interpreter for conferences, telephone calls, and meetings as needed; may translate written correspondence as necessary.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices and techniques of providing assistance to students and families.
Community and school resources, services and programs related to the identified needs of students and families.
Operation of a computer and assigned software.
Methods of collecting and organizing materials, data and information.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

ABILITY TO:

Assist in implementing intervention activities which have been recommended by school site staff, SAP team and/or community services designee.

Demonstrate an understanding, patient, warm and receptive attitude toward students and families.

Perform a variety of technical, record-keeping and clerical support duties.

Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.

Research, compile and verify student data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.

Type or input data at an acceptable rate of speed. Work independently with little direction.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Understand and carry out verbal and written instructions.

Read and comprehend printed materials.

Communicate effectively in both verbal and written form.

Establish and maintain cooperative and effective working relationships with others.

Work successfully with diverse groups of people.

Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience sufficient to meet the California Board of Behavioral Sciences (CA BBS) requirements for any of the following: Associate Clinical Social Worker (ACSW), Associate Marriage and Family Therapist (AMFT), or Associate Professional Clinical Counselor (APCC), **which includes a minimum of a Master's degree in the designated field of study.**

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- A current, valid associate number from the California Board of Behavioral Sciences (CA BBS) as an Associate Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid associate status as a condition of continued employment.
- Some positions may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

Flexible hours to meet the needs of students/families.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials

Approved by Personnel Commission:
Revised:

11/17/2021
09/20/2023 proposed revisions to PC for review and approval



For the future of every student

CLASS TITLE: LICENSED ~~ASSOCIATE~~ THERAPIST

Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker *

~~* An incumbent's classification title will be determined based on the incumbent's educational degree/license.~~

BASIC FUNCTION:

Under the direction of a designated Certificated Administrator, provides direct mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance. Assists with coordinating services by providing training, education, and program development to address and implement tiered interventions through a Multi-Tiered System of Support (MTSS) framework. This position is expected to carry a caseload of students and collaborate with all stakeholders in building a coherent system of coordinated support within a MTSS framework. Serves as a liaison between counselors, students, families, school sites, support staff, and various community services agencies, with a primary focus on: the mental health and wellness of students, supporting social-emotional goals, and educational access.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates to develop, implement, and monitor intervention, prevention, and wellness efforts to promote student success and close the achievement gap through site based Multi-Tiered Systems of Support (MTSS) with a focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, and unaccompanied youth.

Collaborates with site administration, the site counseling team, public agencies, and community-based organizations to connect students and families in need of additional support to appropriate resources and services.

Collaborates to implement programs to improve student retention at the school site including, but not limited to: academic intervention, attendance interventions, drug/alcohol education, social emotional services, mental health services, and anger management.

Assists administrators, other office personnel, the community, outside agencies, etc. for the purpose of providing support, information and assistance in coordinating assigned activities.

Compiles and provides related data and resources to counselors, administrators and others in support of determining needs of students; assists in identifying resources available to students and families; provides families with information related to the needs of their child and provides technical assistance and support services to parents, students, district personnel and outside agencies; assists parents with questions and concerns.

Conducts home visits and/or is out in the community as needed to coordinate services for students and family members.

Active participant in all Student Study Team and Student Attendance Review Team site meetings for effective and efficient coordination of services.

Collaborates with site administration and the site counseling team to monitor services and resources to focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, unaccompanied youth, and reentry meetings for suspension/expulsion.

Utilizes positive human relations skills to interact with students, parents, staff and others in fulfilling requests for assistance as appropriate.

Inputs, develops, maintains and generates automated databases, records, reports and files related to students, services and assigned activities. Assures accuracy of all information and ensures confidentiality of students and their families.

Composes routine correspondence independently or from oral instructions; prepares letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Schedules appointments and meetings, and maintains calendar of scheduled events; assists in the set-up of work areas, meetings, displays and exhibits.

Attends and participates in assigned meetings, conferences and training. Attends parent conferences as requested.

Ensures timely and effective communication between school-site based personnel, families, and community resources. Facilitates parent trainings and workshops.

May interpret and facilitate communication between staff and non-English speaking students and parents/guardians. May translate communications between staff and limited or non-English speaking students and parents/guardians as assigned by the position; may serve as an interpreter for conferences, telephone calls, and meetings as needed; may translate written correspondence as necessary.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices and techniques of providing assistance to students and families.

Community and school resources, services and programs related to the identified needs of students and families.

Operation of a computer and assigned software.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

ABILITY TO:

Assist in implementing intervention activities which have been recommended by school site staff, SAP team and/or community services designee.

Demonstrate an understanding, patient, warm and receptive attitude toward students and families.

Perform a variety of technical, record-keeping and clerical support duties.

Utilize a computer to input and extract data, and maintain and update various databases and records

related to assigned activities.

Research, compile and verify student data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.

Type or input data at an acceptable rate of speed. Work independently with little direction.

Meet schedules and timelines.

Maintain confidentiality of privileged information obtained in the course of work.

Understand and carry out verbal and written instructions.

Read and comprehend printed materials.

Communicate effectively in both verbal and written form.

Establish and maintain cooperative and effective working relationships with others.

Work successfully with diverse groups of people.

Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience sufficient to meet the California Board of Behavioral Sciences (CA BBS) requirements for any of the following: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC), **a Master's degree in the designated field of study**, and two years related experience working with students or families in a social services or educational environment. Experience providing mental health services to students in schools is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- A current, valid license from the California Board of Behavioral Sciences (CA BBS) as Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid license as a condition of continued employment.
- Some positions may be required to translate oral and written communications between English and a designated second language.

~~LEVEL I—Licensed Associate (salary range 310)~~

~~An active and valid license is required for this classification as outlined above, and will be responsible for the essential duties as outlined above.~~

~~LEVEL II—Licensed Associate, Supervisor (salary range 320)~~

~~An active and valid license is required for this classification in accordance with the requirements of the CA Board of Behavioral Sciences which include:~~

- ~~• Possession of a current and active California license that is not under suspension or probation in one of the areas listed above.~~
- ~~• Have been licensed in California or any other state for at least two (2) years out of the last five (5) years prior to the commencement of supervision.~~
- ~~• Have practiced psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision (or, if an LEP, has provided psychological counseling pursuant to Business and Professions Code (BPC) section 4989.14) OR~~
- ~~• Provided direct supervision to ASWs, Associate Professional Clinical Counselors, Marriage and Family Therapist Trainees, or Associate Marriage and Family Therapists who perform~~

~~psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision. Supervision of psychotherapy performed by a student shall be accepted if substantially equivalent to the supervision required for registrants.~~

- ~~• Sign and comply with the Supervisor Responsibility Statement~~

~~Supervisor Training Requirements: LCSWs, LMFTs, LPCCs and LEPs must complete a minimum of 15 hours of supervision training prior to the commencement of supervision. No further training is required.~~

~~In addition to the essential duties as outlined above, incumbents at Level II – Supervisor, will also be assigned the following duties:~~

- ~~• As a licensed professional in the designated field, provide supervision and be available for consultation in emergencies to interns/pre-licensed associates who are pursuing their licensure.~~
- ~~• Assist students in applying the core competencies, social work knowledge, values and skills they have learned in class to an agency (or practice) setting.~~
- ~~• Plan and prep group and individual meetings with interns and relevant program staff.~~
- ~~• Ensure compliance with federal, state and local regulatory requirements by staying informed on existing and new legislation; facilitating adherence to requirements.~~
- ~~• Work closely with interns and educational institutions in reporting of hours.~~
- ~~• Other related duties that may be required to support and supervise assigned interns.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

Flexible hours to meet the needs of students/families.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials

Approved by Personnel Commission:

08/18/2021

Revised:

11/17/2021

09/20/2023 proposed revisions to PC for review and approval



For the future of every student

CLASS TITLE: LICENSED ASSOCIATE SUPERVISOR

Marriage and Family Therapist / Professional Clinical Counselor / Clinical Social Worker

BASIC FUNCTION:

Under the direction of a designated Certificated Administrator, provides direct mental health services to students (individuals and groups) with intensive needs, parent counseling, consultation, and treatment coordination to students and families to improve school performance. Assists with coordinating services by providing training, education, and program development to address and implement tiered interventions through a Multi-Tiered System of Support (MTSS) framework. This position is expected to carry a caseload of students and collaborate with all stakeholders in building a coherent system of coordinated support within a MTSS framework. Serves as a liaison between counselors, students, families, school sites, support staff, and various community services agencies, with a primary focus on: the mental health and wellness of students, supporting social-emotional goals, and educational access. **Provides supervision and consultation in emergencies to interns and associates who are pursuing their licensure. Assists students in applying the core competencies, social work knowledge, values and skills they have learned in class to an agency (or practice) setting.**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates to develop, implement, and monitor intervention, prevention, and wellness efforts to promote student success and close the achievement gap through site based Multi-Tiered Systems of Support (MTSS) with a focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, and unaccompanied youth.

Collaborates with site administration, the site counseling team, public agencies, and community-based organizations to connect students and families in need of additional support to appropriate resources and services.

Collaborates to implement programs to improve student retention at the school site including, but not limited to: academic intervention, attendance interventions, drug/alcohol education, social emotional services, mental health services, and anger management.

Assists administrators, other office personnel, the community, outside agencies, etc. for the purpose of providing support, information and assistance in coordinating assigned activities.

Compiles and provides related data and resources to counselors, administrators and others in support of determining needs of students; assists in identifying resources available to students and families; provides families with information related to the needs of their child and provides technical assistance and support services to parents, students, district personnel and outside agencies; assists parents with questions and concerns.

Conducts home visits and/or is out in the community as needed to coordinate services for students and family members.

Active participant in all Student Study Team and Student Attendance Review Team site meetings for effective and efficient coordination of services.

Collaborates with site administration and the site counseling team to monitor services and resources to focus on the mental health and wellness of students, including English Learners, Low Income Students, Foster Youth, McKinney-Vento Youth, unaccompanied youth, and reentry meetings for suspension/expulsion.

Utilizes positive human relations skills to interact with students, parents, staff and others in fulfilling requests for assistance as appropriate.

Inputs, develops, maintains and generates automated databases, records, reports and files related to students, services and assigned activities. Assures accuracy of all information and ensures confidentiality of students and their families.

Composes routine correspondence independently or from oral instructions; prepares letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Schedules appointments and meetings, and maintains calendar of scheduled events; assists in the set-up of work areas, meetings, displays and exhibits.

Attends and participates in assigned meetings, conferences and training. Attends parent conferences as requested.

Ensures timely and effective communication between school-site based personnel, families, and community resources. Facilitates parent trainings and workshops.

May interpret and facilitate communication between staff and non-English speaking students and parents/guardians. May translate communications between staff and limited or non-English speaking students and parents/guardians as assigned by the position; may serve as an interpreter for conferences, telephone calls, and meetings as needed; may translate written correspondence as necessary.

In addition to the essential duties as outlined above, incumbents will also be assigned the following duties:

- As a licensed professional in the designated field, provide supervision and be available for consultation in emergencies to interns/pre-licensed associates who are pursuing their licensure.
- Assist students in applying the core competencies, social work knowledge, values and skills they have learned in class to an agency (or practice) setting.
- Plan and prep group and individual meetings with interns and relevant program staff.
- Ensure compliance with federal, state and local regulatory requirements by staying informed on existing and new legislation; facilitating adherence to requirements.
- Work closely with interns and educational institutions in reporting of hours.
- Other related duties that may be required to support and supervise assigned interns.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, practices and techniques of providing assistance to students and families.

Community and school resources, services and programs related to the identified needs of students and families.

Operation of a computer and assigned software.
Methods of collecting and organizing materials, data and information.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

ABILITY TO:

Assist in implementing intervention activities which have been recommended by school site staff, SAP team and/or community services designee.
Demonstrate an understanding, patient, warm and receptive attitude toward students and families.
Perform a variety of technical, record-keeping and clerical support duties.
Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.
Research, compile and verify student data.
Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.
Prepare and maintain a variety of manual and automated records, reports and files.
Compose correspondence and written materials independently or from oral instructions.
Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.
Type or input data at an acceptable rate of speed. Work independently with little direction.
Meet schedules and timelines.
Maintain confidentiality of privileged information obtained in the course of work.
Understand and carry out verbal and written instructions.
Read and comprehend printed materials.
Communicate effectively in both verbal and written form.
Establish and maintain cooperative and effective working relationships with others.
Work successfully with diverse groups of people.
Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience sufficient to meet the California Board of Behavioral Sciences (CA BBS) requirements for any of the following: Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC), [a Master's degree in the designated field of study](#), and two years related experience working with students or families in a social services or educational environment. Experience providing mental health services to students in schools is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- A current, valid license from the California Board of Behavioral Sciences (CA BBS) as Clinical Social Worker, Marriage and Family Therapist, or Professional Clinical Counselor. Incumbents are required to maintain a valid license as a condition of continued employment.
- [California Board of Behavioral Sciences \(CA BBS\) Supervisor certification.](#)
- Some positions may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

Flexible hours to meet the needs of students/families.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials

Approved by Personnel Commission:

08/18/2021

Revised:

11/17/2021

09/20/2022 proposed revisions to PC for review and approval



For the future of every student

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of the Facilities Manager, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; create, duplicate, circulate and account for District keys.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; key and re-key locks; design and develop master key systems as directed; assure safety and security of school sites and District facilities in compliance with applicable codes.

Install, repair, replace and alter locks, closers, stops, panic devices, hinges and other hardware on doors, cabinets, file cabinets and other equipment; retrofit hardware as needed; assemble and disassemble locks; install and alter lock pins; repair locksets in response to lock malfunctions.

Utilize key-cutting machines to create, replace and duplicate keys; distribute, collect and account for keys; maintain key control system and related records; organize and maintain collections of keys for District-wide doors.

Re-key new locks to align with the District key system; re-key existing locks in response to malfunctions and lost or stolen keys; utilize codes to key locks.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges, strikes and other door components as necessary; adjust doors to assure proper functioning.

Respond to emergency lock opening and key needs as required; remove debris, glue and other obstructions from locks as needed.

Operate a variety of equipment including code cutters, key duplicators, and a variety of hand and power tools; utilize a computer and assigned software; drive a vehicle to conduct work.

Estimate labor, material and equipment needed for assigned projects; prepare cost estimates; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.

Maintain various records related to keys, master key systems, hardware, codes, projects, work orders, materials, door openings, hardware and assigned activities; input key information into an assigned computer system.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders.

Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.

Work with architects and contractors in the preparation of hardware specifications for additions, new portables and modernization projects.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Service and repair District safes as needed.

Perform other related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components.

Building codes related to the locksmith trade.

Operation and maintenance of tools, equipment and machinery used in the locksmith trade.

Proper methods of storing equipment, materials and supplies.

Master key systems and key coding techniques.

Technical aspects of the locksmith trade.

Building codes related to the locksmith trade.

Appropriate safety precautions and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities.

Make and duplicate keys as needed.

Replace defective parts and components as necessary.

Code keys, re-key locks and maintain master key system.

Distribute, collect and account for keys.

Plan and lay out locksmith work.

Read and understand basic blueprints.

Operate and maintain tools, equipment and machinery used in the locksmith trade.

Observe health and safety regulations and procedures.

Estimate material, equipment and supply needs.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 4 **3** years professional-level experience in the installation, maintenance and repair of locks **or trades maintenance work assisting with the installation, maintenance and repair of locks.**

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:

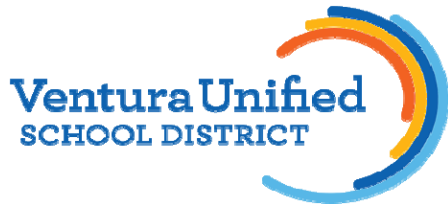
Dexterity of hands and fingers to operate specialized equipment and tools.
Hearing and speaking to exchange information.
Seeing to read and perform locksmith functions.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Sitting or standing for extended periods of time.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Chemical fumes.

Approved by Personnel Commission:
Revised:

09/19/2007
12/15/2021
09/20/2023 proposed changes to PC for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 09/20/2023

New Hires

Last Name	First Name	Job Class Description	Date
Howard	Julie	After School Paraed Liaison	08/18/23
Morrish	Christopher	After School Paraed Liaison	08/18/23
Padilla	Lidia	After School Paraed Liaison	08/18/23
Delgado	Eric	Bus Driver	08/29/23
Delgado	Monica	Bus Driver	08/25/23
Delgado	Miguel	Bus Driver	08/28/23
Maciel	Frank	Bus Driver	08/22/23
Montano	Alexandria	Bus Driver	08/22/23
Vasquez V	Raul	Bus Driver	08/22/23
Camarillo	Chelsea	Campus Supervisor	08/22/23
Campa	Samuel	Campus Supervisor	08/22/23
Cano	David	Campus Supervisor	08/22/23
Cardenas	Leisea	Campus Supervisor	08/22/23
Garcia Marquez	Teresa	Campus Supervisor	08/22/23
Licea	Christopher	Campus Supervisor	08/22/23
Lopez	Josefina	Campus Supervisor	08/22/23
Negrete	Misael	Campus Supervisor	08/22/23
Quiroz	Alfonso	Campus Supervisor	08/22/23
Rodriguez	Viviana	Campus Supervisor	08/22/23
Rodriguez	Richard	Campus Supervisor	08/22/23
Wagner	Sharon	Campus Supervisor	08/22/23
Betian	Jennifer	Cert Occupational Therapy Asst	08/22/23
Alvarez	Heather	Child Nutr Assist I	08/23/23
Chappell	Brandy	Child Nutr Assist I	08/23/23
Neathery	Diana	Child Nutr Assist I	08/23/23
Slamkowski	Mary	Child Nutr Assist I	08/23/23
Strohman	Julie	Child Nutr Assist I	08/23/23
Montgomery	Danielle	Custodian	09/08/23
McGinnis	Michael	Educ. Sign Lang. Interpreter	08/22/23
Allen	Norma	Health Technician	08/17/23

Koulakoff	Nina	Health Technician	08/17/23
Simpson	Stacie	Health Technician	08/17/23
Hansen	Erin	Nutrition Specialist	08/17/23
Cabrera	Eric	Para- After School	08/22/23
Espinola	Astrid	Para- After School	08/18/23
Isaac De Sanchez	Maria Merced	Para- After School	08/18/23
Johnson	Zachary	Para- After School	08/18/23
Matehuala	Rebeca	Para- After School	08/18/23
Diaz	Viviana	Paraeducator I - Site	08/22/23
Pulido	Letty	Paraeducator I - Site	08/23/23
Rodriguez	Jasmine	Paraeducator I - Site	08/22/23
Rossbacher	Elizabeth	Paraeducator I - Site	08/23/23
Ruiz	Carolina	Paraeducator I - Site	09/05/23
Vlahakis	Jessica	Paraeducator I - Site	08/22/23
Whelan	Heidi	Paraeducator I - Site	08/22/23
Maldonado	Angelica	Paraeducator I - TK	08/22/23
Nicholson	Audrey	Paraeducator I - TK	08/30/23
Stockton	Tawny	Paraeducator I - TK	08/23/23
Base	Janice	Paraeducator II	08/22/23
Beg	Nancy	Paraeducator II	08/22/23
Cannistraci	Cynthia	Paraeducator II	08/22/23
Cetino	Andrea	Paraeducator II	08/22/23
Danyal	Rawaa	Paraeducator II	08/22/23
Gallegos	Senaida	Paraeducator II	08/22/23
Gramada	Daniela	Paraeducator II	08/22/23
Lopez	Constance	Paraeducator II	08/22/23
Maynez	Katrina	Paraeducator II	08/22/23
Melgarejo	Carolina	Paraeducator II	08/22/23
Patino	Antonio	Paraeducator II	08/22/23
Radwich	Samantha	Paraeducator II	08/22/23
Ricardez	Gloria	Paraeducator II	08/22/23
SantaLucia	AprilMayon	Paraeducator II	08/22/23
Vizzo	Jessica	Paraeducator II	08/29/23
Fillner	Danielle	Paraeducator III	08/22/23
Lopez Beltran	Victor	Paraeducator III	08/22/23
Nunez	Guadalupe	Paraeducator III	08/22/23
Naranjo	Claudia	Senior Office Assistant	08/14/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Lopez	Rita	Attendance Technician	08/28/23
Zuniga	Nancy	Bus Driver Dispatcher	08/14/23
Kaiser	Karen	Child Nutr Assist III	08/23/23
Leventhal	Crystal	Child Nutr Assist III	08/23/23
Hernandez	Nina	Child Nutr Assist III	08/23/23

Domme	Bonnie	Child Nutr Manager - Elementary	08/17/23
Wright	Jessica	CTE Work Based Learning Liaison	08/01/23
Reyes	Josue	Network and Systems Specialist	09/01/23
Robledo	Enrique	Planning & Compliance Spec	09/08/23
Brown	Sarah	Trans Safety & Trng Specialist	08/07/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Vargas	Jesus	Building Trades Mechanic	08/19/23
Allison	Theresa	Director- Maint.& Operations	08/11/23
Fernandez	Jessica	Head Custodian I	08/22/23
Alvarez	Angel	Human Resources Specialist	07/25/23
Burton	Eric	Paraeducator II	08/24/23
Colborn	Cheri	School Adm. Assistant I	08/17/23
Mukhopadhyay	Amy	School Adm. Assistant I	08/22/23
Danebrock	Sharilyn	Student Data Specialist II	08/19/23
Trone	Jennifer	Student Data Technician	08/25/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Camacho-Rodriguez	Ofelia	ASB I	09/01/23
Mijares	Miguel	ASB I	09/01/23
Arias	Sergio	ASB I	09/01/23
Austin	Lena	ASB I	09/01/23
Diaz	Juan	ASB I	09/01/23
Gallick	Kylie	ASB I	09/01/23
Gomez	Martha	ASB I	09/01/23
Jimenez	Enriqueta	ASB I	09/01/23
Lucio	Richard	ASB I	09/01/23
Rodriguez	Michael	ASB I	09/01/23
Rodriguez	Richard	ASB I	09/01/23
Tamayo	Rosa	ASB I	09/01/23
Mijares	Miguel	ASB II	09/01/23
Camacho-Rodriguez	Ofelia	ASB II	09/01/23
Maynez	Katrina	ASB II	09/01/23
Austin	Lena	ASB II	09/01/23
Chavez	Max	ASB II	09/01/23
Cruz	Noemi	ASB II	09/01/23
Egizi	Kody	ASB II	09/01/23
Jimenez	Enriqueta	ASB II	09/01/23
Lopez	Shawna	ASB II	09/01/23
Tamayo	Rosa	ASB II	09/01/23
Trone	Jennifer	ASB II	09/01/23
Naranjo	Claudia	Attendance Tech	08/01/23
Christie	Finn	AVID Tutor	09/01/23

Zehm	Connie	Bus Driver Dispatch	08/01/23
Zuniga	Nancy	Bus Driver Dispatch	08/01/23
Vizzo	Jessica	Child Care Asst	08/01/23
Lucio	Michael	Computer Repair Tech	07/01/23
Valles III	Richard	Computer Repair Tech	07/01/23
Garcia	Gabriel	Custodian	08/01/23
Herrera	Marcos	Custodian	08/01/23
Metzner	Mikayla	Custodian	08/01/23
Montgomery	Danielle	Custodian	08/01/23
Salazar	Maria	Custodian	08/01/23
TorresMendoza	Margarita	Custodian	08/01/23
MedinaArzate	Betzabe	Custodian	07/01/23
Tiscareno	Enrique	Custodian	07/01/23
Monper	Katherine	District Reception	08/01/23
Villano	Julie	District Reception	08/01/23
White	James	Grounds/Maint Wkr I	07/01/23
Murillo	Maya	Health Technician	07/01/23
TorresMendoza	Margarita	Office Assistant	08/01/23
Eising	Orquidea	Paraed-Aftr Sch Prog	07/01/23
Snee	Samantha	Paraed-Aftr Sch Prog	07/01/23
Monroe	Ashley	Paraeducator I	08/01/23
Gatica	Jose	Paraeducator I	07/01/23
Cannistraci	Cynthia	Paraeducator II	07/01/23
Gatica	Jose	Paraeducator II	07/01/23
McGrew	Rebecca	Paraeducator II	07/01/23
Rickard	Kiernan	Paraeducator II	07/01/23
Snee	Samantha	Paraeducator II	07/01/23
Topete	Nayelli	Paraeducator II	07/01/23
Weldele	Thomas	Paraeducator II	07/01/23
Woertink	Mallory	SAA I	07/01/23
Arroyo Hernandez	Maria	Senior Off Asst	08/01/23
Ochoa	Irene	Senior Office Asst	07/01/23
Villano	Julie	Senior Office Asst	07/01/23
Noble	Erica	Senior Office Asst	08/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Gonzalez	Gina	Child Nutrition Assistant III	08/23/23
Asaad	Eliana	Paraeducator After School	08/18/23
Carpenter	Ana	Paraeducator After School	08/18/23
Chan	Junko	Paraeducator After School	08/28/23
Conchas	Guadalupe	Paraeducator After School	08/28/23
Espinoza	Abigail	Paraeducator After School	08/18/23
Fierros	Erika	Paraeducator After School	08/18/23
GillLara	Guadalupe	Paraeducator After School	08/18/23
Gonzalez	Stephany	Paraeducator After School	08/18/23

Gutierrez	Luis	Paraeducator After School	08/18/23
Hanjoyo	Yuni	Paraeducator After School	08/18/23
Hathaway	Jeffrey	Paraeducator After School	08/18/23
Himle	Tully	Paraeducator After School	08/18/23
Johnson	Zachary	Paraeducator After School	08/18/23
Leon	Susana	Paraeducator After School	08/18/23
Lovato	Katie	Paraeducator After School	08/18/23
Ortiz	Sarah	Paraeducator After School	08/18/23
Parlow	Dita	Paraeducator After School	08/18/23
Ramos	Stephanie	Paraeducator After School	08/18/23
Reynolds	Demetria	After School Paraeducator Liaison	08/18/23
Smith	Jamie	Paraeducator After School	08/28/23
Urick	Lourdes	Paraeducator After School	08/28/23
VanderKooij	Susie	Paraeducator After School	08/18/23
Wells	Jaclyn	Paraeducator After School	08/18/23

Separation from Service

Last Name	First Name	Job Class Description	Date
Shaffer	Amber	Administrative Specialist	09/01/23
Castro	Nancy	Attendance Assistant	08/01/23
Atkins	David	Bus Driver	08/16/23
Gallegos	Jaime	Campus Supervisor	08/31/23
Perez	Carlos	Campus Supervisor	08/18/23
Castillo	Irena	Campus Support Asst	08/15/23
Garbe	Valerie	Campus Support Asst	06/30/23
Mata	Andrea	Campus Support Asst	06/15/23
Woodworth	Robyn	Campus Support Asst (1 of 2 positions)	08/22/23
Membreno	Leticia	Child Development Teacher	07/21/23
Contreras	Rusal	Child Nutr Mgr-Elementary	08/16/23
Basch	Heather	Child Nutr Mgr-Secondary	08/22/23
Ruckdaschel	Jacqueline	Child Nutrition Asst. I	08/07/23
Contreras	Jose	Custodian	07/07/23
Villarreal	Richard	Custodian	07/21/23
Campbell	Anna	Director, Fiscal Services	06/30/23
Flowers	Lindsey	Educational Sign Language Interpreter	08/21/23
Feingold	Shawna	Elementary School Services Asst (1 of 2)	06/30/23
Cobos	Candace	Executive Assistant	07/05/23
Falcon	Yomaira	Health Technician	08/09/23
Sowa	Kurt	Information & Systems Manager	07/31/23
Cabral	Amy	Job Placement Specialist	06/30/23
Olivier	Kathleen	Library Technician II	06/30/23
Wilson	Catherine	Licensed Nurse Level III	08/11/23
Lilly	Stuart	Locksmith	07/31/23
CastroLopez	Carlicia	Paraeducator II	07/31/23
Cox	Sarah	Paraeducator II	08/11/23
Davis	Courtney	Paraeducator II	06/15/23

Grubb	Iris	Paraeducator II	06/15/23
Lipman	Richard	Paraeducator II	06/15/23
Mendoza Ramirez	Daniela	Paraeducator II	08/22/23
Miller	Laurel	Paraeducator II	08/07/23
Morin	Tammy	Paraeducator II	06/30/23
Padilla Moreno	Diane	Paraeducator II	06/30/23
Roche	Celia	Paraeducator II	06/15/23
Valdez	Griselda	Paraeducator II	08/07/23
Zamanian Yazdi	Najmeh	Paraeducator II	08/17/23
Zermenio	Fabiola	Paraeducator II	06/22/23
Barnum	Kathryn	Paraeducator II - Braille	08/01/23
Benike	Stefanie	Paraeducator III	06/30/23
DeZavala	Taylor	Paraeducator III	07/31/23
Ramirez	Susana	Paraeducator III	08/11/23
Henkel	Keely	Paraeducator Speech & Language	06/15/23
Valencia	Maricela	Payroll Technician	09/05/23
Kohler	Kathleen	School Administrative Asst I	06/30/23
Lopez	Oscar	Senior Accountant	09/01/23
Lassich	Esteban	Trades Worker II	07/06/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Spencer	Brooke	Behavior Support Assistant	08/22/23 - 10/16/23 - Unpaid Leave
Vargas	Jesus	Building Trades Mechanic	06/20/23 - 07/17/23 - Paid Parental/Bonding Leave
Olmedo	Lorraine	Campus Support Assistant	09/01/23 - 12/04/23 - Unpaid Leave
Hitchcock	Lynnae	Child Development Teacher	08/17/23 - 01/07/24 - Unpaid Leave
FloresCarranco	Esmeralda	Child Nutrition Assistant I	08/26/23 - 01/07/24 - Unpaid Leave
Rodriguez	Lupe	Child Nutrition Assistant III	08/23/23 - 09/04/23 - Unpaid Leave
Randolph	Wesley	Child Nutrition Manager - Elementary	08/23/23 - 10/04/23 - Paid Parental/Bonding Leave
Wright	Jessica	CTE Work Based Learning Liaison	08/01/23 - 12/31/23 - Unpaid Leave
Hernandez	Ivan	Fiscal Technician	08/14/23 - 09/22/23 Paid Parental/Bonding Leave
Kirby	Roman	Grounds Maintenance Worker- HS	06/26/23 - 09/15/23 - Unpaid Leave
JaramilloCamacho	Barbara	Health Technician	08/17/23 - 01/07/24 - Partial Unpaid Leave
Cazares	Maira	Paraeducator II	08/22/23 - 06/13/24 - Unpaid Leave
Efford	Lauren	Paraeducator II	08/22/23 - 01/07/24 - Partial Unpaid Leave
Hedrick	Andrew	Paraeducator II	08/22/23 - 01/07/24 - Unpaid Leave
Hernandez	Stephanie	Paraeducator II	08/22/23 - 09/18/23 - Unpaid Leave
Romia	Nahla	Paraeducator II	08/22/23 - 12/01/23 - Unpaid Leave (Sub for Certificated)
Soto	Carol	Paraeducator II	08/22/23 - 12/08/23 - Partial Unpaid Leave
Valles	Alyssa	Paraeducator II	09/12/23 - 12/14/23 - Partial Unpaid Leave
Diaz	Blake	Paraeducator III	08/22/23 - 06/13/24 - Unpaid Leave (Sub for Certificated)

Change of Status

Last Name	First Name	Job Class Description	Date
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Agama	Mireya	Bus Driver	08/22/2023: Change in hours and route, August 2023 route bidding--6.0 hrs to 8.0 hrs
Aguirre	Anita	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Alvarez Fernandez	Artemio	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Castro	Rebecca	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Cook	Timothy	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Coyle	Carol	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Cramer	Mathew	Bus Driver	08/22/2023: Change in hours and route, August 2023 route bidding--8.0 hrs to 6.0 hrs
Felkins	Lisa	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Gartman	Peggy	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Gomez	Patricia	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Hellen	Michael	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Hernandez	Gabriela	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Jimenez	Rocio	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Lopez	Maria	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
LopezRamirez	Cesar	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Malson	Deanna	Bus Driver	08/22/2023: Change in hours, August 2023 route bidding--6.0 hrs to 7.0 hrs; same route
Najieb	Fatimeh	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Nichols	Brianna	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Rodarte	Jarrit	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Rodriguez	Josefina	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Valerio	Laurie	Bus Driver	08/22/2023: Change in hours, August 2023 route bidding--7.0 hrs to 8.0 hrs
Velasco	Blanca	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Youtz	Marcie	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base

Zehm	Connie	Bus Driver	08/22/2023: Route change only, August 2023 route bidding--same time base
Gstettenbauer	James	Campus Supervisor	08/22/2023: Change in Hours --5.0 hrs/day to 8.0 hrs/day; same classification; same location
Moreno	Carlos	Campus Supervisor	08/22/2023: Change in Hours --6.0 hrs/day to 8.0 hrs/day; same classification; same location
Valdivia	Refugio	Campus Supervisor	07/01/2023: Change in Hours --5.0 hrs/day to 7.5 hrs/day; same classification; same location
Bangs	Amanda	Campus Support Assistant	09/01/2023: Change in Hours (Voluntary) --21.50 hrs/wk to 10.00 hrs/wk; same classification; same location
Cardona	Maria	Campus Support Assistant	08/22/2023: Change in Hours --13 hrs/wk to 15.5 hrs/wk; same classification; same location
Dickerson	Carmen	Campus Support Assistant	08/22/2023: Change in Hours --11.25 hrs/wk to 18.5 hrs/wk; same classification; same location
Gonzalez	Fany	Campus Support Assistant	08/23/2023: Reinstatement @ Portola; same classification
Merrill	Lydia	Campus Support Assistant	08/22/2023: Change in Hours --3.5 hrs/day to 4.5 hrs/day; same classification; same location
Nagoka	Foster	Campus Support Assistant	08/23/2023: Change in Hours/Workyear --8 hrs/wk; 180X to 20.5 hrs/wk; 180; same classification; same location
Olmedo	Lorraine	Campus Support Assistant	08/23/2023: Change in Hours --18 hrs/wk to 21.5 hrs/wk; same classification; same location
Paulson	Alison	Campus Support Assistant	07/01/2023: Change in Hours (Voluntary) --16.75 hrs/wk to 14.25 hrs/wk; same classification; same location
ViotPreciado	Yvonne	Campus Support Assistant	08/23/2023: Change in Hours --13.75 hrs/wk to 20.5 hrs/wk; same classification; same location
Jimenez	Noemi	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Rosas Orduna	Susan	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Saucedo	Sonia	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Scheier	Pamela	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Valencia	Ruth	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Vogl	Amanda	Child Development Site Leader	08/17/2023: Change in Hours --7.0 hrs/day to 8.0 hrs/day; same classification; same location
Ganajian	Eleanor	Child Development Teacher	08/17/23: Location change--from Montalvo to Portola; Same Classification; Same Time Base
Kazeminejad	Masumeh	Child Development Teacher	08/17/23: Location change--from Portola to Montalvo; Same Classification; Same Time Base
Borjas	Christine	Child Nutrition Asst I	08/09/23: Location change--from Buena to Ventura; Same Classification; Same Time Base
Campos	Lorraine	Child Nutrition Asst I	06/08/2023: Change in Hours --3.5 hrs/day to 4.5 hrs/day; same classification; same location

FloresCarranco	Esmeralda	Child Nutrition Asst I	07/01/23: Location change--from Sheridan Way to Sunset; Same Classification; Same Time Base
Fossum	Lorna	Child Nutrition Asst I	08/23/2023: Change in Hours -- 5.0 hrs/day to 5.5 hrs/day; same classification; same location
Gomez	Susana	Child Nutrition Asst I	07/01/23: Hours/Location change--from Anacapa (3.5hrs/day) to BHS (5.5hrs/day); Same Classification
Gomez	Susana	Child Nutrition Asst I	08/23/23: Change in Hours -- 5.5 hrs/day to 7.0 hrs/day; same classification; same location
Gonzalez	Gina	Child Nutrition Asst I	08/23/23: Change in Hours (Voluntary) --7.0 hrs/day to 5.0 hrs/day; same classification; same location
MendezOlague	Herlinda	Child Nutrition Asst I	08/23/2023: Change in Hours (Voluntary) --20 hrs/wk to 16hrs/wk; same classification; same location
Rivas	Theresa	Child Nutrition Asst I	08/23/2023: Change in Hours -- 6.0 hrs/day to 6.5 hrs/day; same classification; same location
Cormier	Teresa	Child Nutrition Mgr- Elem	08/22/2023: Change in Hours --7.5 hrs/day to 8.0 hrs/day; same classification; same location
Ardissoni	Bruce	Custodian	08/22/23: Location change--from Cabrillo/Lincoln to Cabrillo only; Same Classification; Same Time Base
Gonzalez	Jose	Custodian	06/01/23: Location change--from Sheridan Way to ATLAS; Same Classification; Same Time Base
Hester	Adam	Custodian	08/22/2023: Shift Change--from Night Position to Day Position; same classification; same location
Hester	Andrew	Custodian	08/14/23: Location change--from Mound to JSerra; Same Classification; Same Time Base
Kaplish	Michael	Custodian	08/22/2023: Shift Change--from Night Position to Day Position; same classification; same location
Noriega	Maritza	Custodian	06/01/2023: Probationary Reinstatement @ Juanamaria/ Montalvo Split; Promotion
Smith	Cynthia	Elementary School Services Assistant	08/23/2023: Change in Hours --16 hrs/wk to 20 hrs/wk; same classification; same location
Munoz	Amanda	Family Liaison	08/23/2023: Change in Hours (Voluntary) --5 hrs/day to 4hrs/day; same classification; same location
RiveraElwell	Monica	Family Liaison	08/23/2023: Change in Hours --30 hrs/wk to 40 hrs/wk; same classification; same location
Fajardo	Raymond	Fiscal Technician II	08/02/23: Voluntary demotion to previous classification/Reduction in hours--Fiscal Technician II (8hrs/day) to Fiscal Technician I
Davis	J'daire	Health Technician	08/17/23: Hours/Location change--from Balbpa (5.5hrs/day) to ATLAS (28hrs/wk); Same Classification
Vasquez	Lorraine	Health Technician	08/17/23: Location change--from Sheridan Way to Buena; Same Classification; Same Time Base
Slife	Martha	Health Technician/ESSA	07/01/2023: Change in Hours --Position 1 of 2: Health Technician 20 hrs/wk to 28 hrs/wk; same classification; same location/ Change in Hours (Voluntary) --Position 2 of 2: ESSA 20 hrs/wk to 12 hrs/wk; same classification; same location

Wreesman	Deborah	Health Technician/ESSA	07/01/2023: Change in Hours --Position 1 of 2: Health Technician 20 hrs/wk to 28 hrs/wk; same classification; same location/ Change in Hours (Voluntary) --Position 2 of 2: ESSA 15 hrs/wk to 12 hrs/wk; same classification; same location
Wagner	Rose	Nutrition Specialist	08/17/23:Department change--from Innovations to FNS; Same Classification; Same Time Base
HamiltonRedding	MaryLori	Paraeducator After School	08/18/23: Voluntary Demotion and resignation of two positions ESSA & Office Asst.; reduction in hours 35hrs/wk to 30hrs/wk; increase in workyear 180 days/yr to 183 days/yr; change in location Juanamaria to Poinsettia
Bowen	Bailee	Paraeducator I	08/22/23: Hours/Location change--from Pacific HS (3.75hrs/day) to Sunset (4hrs/day); Same Classification
Mullins	Erin	Paraeducator I	08/09/2023: Change in Hours --3.75 hrs/day to 4.25 hrs/day; same classification; same location
Abe	Yoshiko	Paraeducator II	08/22/23: Hours/Location change--from Pacific EIC (20hrs/wk) to Lemon Grove (28.75hrs/wk); Same Classification
Ayala	Alicia	Paraeducator II	08/22/23: Location change--from Elmhurst to BHS; Same Classification; Same Time Base
Brookes	Amy	Paraeducator II	08/22/23: Location change--from Cabrillo to VHS; Same Classification; Same Time Base
Burnett	Sharry	Paraeducator II	08/22/23: Location change--from Pierpont to Mound; Same Classification; Same Time Base
Carmody	Yanna	Paraeducator II	08/22/23: Location change--from Poinsettia to Balboa; Same Classification; Same Time Base
Cherrie	Spencer	Paraeducator II	08/22/2023: Position # change only,same classification; same location; same hours
Cook	Lisa	Paraeducator II	08/22/23: Location change--from Loma Vista to DATA; Same Classification; Same Time Base
Cromack	Marko	Paraeducator II	08/22/2023: Position # change only,same classification; same location; same hours
Duffez	Blandine	Paraeducator II	08/22/23: Location change--from JSerra to Loma Vista; Same Classification; Same Time Base
Fierros	Erika	Paraeducator II	08/22/2023: Position # change only,same classification; same location; same hours
Karim	Farhana	Paraeducator II	08/22/23: Location change--from Portola to Sheridan Way; Same Classification; Same Time Base
Moreno	Ascension	Paraeducator II	08/22/2023: Change in Hours --28.75 hrs/wk to 31.5 hrs/wk; same classification; same location
Oberle	Michelle	Paraeducator II	08/22/23: Location change--from Cabrillo to VHS; Same Classification; Same Time Base
Pfeifer	Julie	Paraeducator II	08/22/2023: Position # change only,same classification; same location; same hours
Tapia Aranda	Mayra	Paraeducator II	08/23/23: Hours/Location change--from ATLAS EIC (20hrs/wk) to ATLAS (28.75hrs/wk); Same Classification
Bordelon	Tiffany	Paraeducator III	08/22/23: Hours/Location change--from Balboa (30hrs/wk) to VHS (35hrs/wk); Same Classification

Gonzalez	Ariana	Paraeducator III	08/22/2023: Position # change only,same classification; same location; same hours
Kilpatrick	Susan	Paraeducator III	08/22/23: Voluntary Reassignmt (to prior classification)/ Hours/Location change--from Paraeducator II ATLAS (28.75hrs/wk) to Paraeducator III Balboa (30hrs/wk)
Mora	Thea	Paraeducator III	08/22/2023: Position # change only,same classification; same location; same hours
Mulholland	Nicole	Paraeducator III	04/17/2023: Reinstatement @ Balboa; same classification
Mulholland	Nicole	Paraeducator III	08/22/23: Hours/Location change--from Balboa (30hrs/wk) to VHS (35hrs/wk); Same Classification
Woodworth	Robyn	Paraeducator III	08/22/23: Hours/Location change--from Elmhurst (30hrs/wk) to VHS (35hrs/wk); Same Classification

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Brown	Sarah	Trans Safety & Trng Specialist-K49	6/1-2;5-9;12-15/2023 *Position Filled 08/07/23
Burnell	Joseph	Director of Fiscal Services-A04	7/3;5-7;10-14;17-21;24-28/2023 *Position Filled 07/31/23
Calles	Phillip	Trades Maintenance Worker II-F59	June:1-2;5-9;12-16;20-23;26-27/2023 July: 3;6-7;10-14;20-21;24-28;31/2023 Aug:1-4;7;9-10;14-18;21-23;25;28-31/2023 *Position Filled 9/08/23
Camarillo	Trinidad	Grounds Maintenance Worker II-F64	June: 6-7;9;13-16;18-23;26-30/2023 July: 5-6;10-14;17-21;24-28/2023 Aug:1-4;7;9-11;14-18;21-24;28-31/2023 *Position Filled 9/13/23
Domme	Bonnie	Child Nutr Mgr-Secondary-D36	8/17-18;21-25;28-31/2023
Foley	Angela	School Adm. Assistant III-B35	6/1-2;5-9;12-16;20-23;26-30/2023 *Position Filled 08/01/23
Garcia	Xander	Grounds Maintenance Worker II-F64	June:1-2;5-9;12-16;20-23;26-30/2023 July:5-7;10-14;17-21;25-28;31/2023 Aug: 3-4;7-11;14-18;21-22;28-31/2023 *Position Filled 9/13/23
Lucio	Rick	Grounds Maintenance Worker II-F64	8/25/23
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	8/23-25;28-31/2023
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	8/23-25;28-31/2023
Robledo	Enrique	Lead Building Trades Mechanic-F40	June:1;5-9;12-13;15-16;21-23;28-30/2023 July: 3;5-6;10-14;17-18;20-21;24-25/2023 Aug: 7-11;14-18;21-25;28-30/2023 *Filled Planning & Compliance 9/8/23
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	8/23-25;28;31/2023
Woertink	Rebecca	Elem School Services Asst-B59	8/22-25;28-31/2023

Covering for EE who is WOC

Diaz	Nicte-ha	Child Nutr Assist II-D62	8/23;28-31/2023
Martinez	Mirnaliz	Child Nutr Mgr-Elementary-D38	8/23;28-31/2023

Covering for EE who is on LOA

Limited Term Assignment/Extra Help			
Other Reasons			
Alvarado	Luis	Grounds Maintenance Worker II-F64	7/13-14/2023
Burnell	Matthew	Lead Grounds Maint Worker-F43	8/1-4;7;31/2023
Burrue	Debbie	Child Nutr Mgr-Elementary-D38	6/8-9/2023
Cortez	Victoria	School Adm. Assistant III-B35	7/3;5-7/2023
Davis	Michael	Warehouse Supervisor-J06	7/3;5-7/2023
Davis	Michael	Warehouse Supervisor-J06	8/1-4/2023
Diaz	Nicte-ha	Child Nutr Assist II-D62	6/5/2023
Hernandez	Phillip	Warehouse Supervisor-J06	7/21/2023
Lassich	Shari	Lead Custodian-F42	7/21/2023
Lopez	Alexia	Child Nutr Assist II-D62	6/2;5-6;8-9;12;15/2023
Lopez	Maria	Child Nutr Mgr-Elementary-D38	6/1;5-8;13/2023
Lucio	Rick	Grounds Maintenance Worker II-F64	8/25/2023
Malach	Phuong	Child Nutr Mgr-Secondary-D36	8/23-25/2023
Mijares	Danielle	Senior Office Assistant-B41	6/1-25;5-9;12-15/2023
Ochoa	Barbara	Senior Accountant-A33	8/9-11;14-18;24-25;28-31/2023
Ramirez	Rose	Exec Asst to Superintendent-B19	7/31/2023
Ramirez	Rose	Exec Asst to Superintendent-B19	8/1-4;14;16-18/2023
Rose	Robin	Child Nutr Assist III-D61	6/1-2;5/2023
Scott	Pamela	Administrative Specialist-B50	6/5;20/2023
Scott	Pamela	Administrative Specialist-B50	7/24-25/2023
Scott	Pamela	Administrative Specialist-B50	8/4;30-31/2023
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	6/2/2023
Walker	Lori	Child Nutr Mgr-Secondary-D36	6/5/2023
Woertink	Rebecca	School Adm. Assistant I-B37	8/25/2023