

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

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

B. ADOPTION OF AGENDA

C. ADMINISTRATION OF OATH OF OFFICE

Ms. Campbell will be sworn into office as the Board of Education's Appointee to the Personnel Commission as she begins a new three-year term, effective at noon on December 1, 2023 through noon, December 1, 2026

D. APPROVAL OF MINUTES

- November 15, 2023 Regular Meeting

E. 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.

F. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: January 24, 2024

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.

G. ACTION AGENDA ITEMS

1. Annual Organization of the Personnel Commission – Election of Officers
At this time, the Personnel Commission will select a Chair and Vice- Chair for 2024
2. Reclassification of Position: Administration Specialist to Program Compliance Specialist
3. Reclassification of Position: Computer Repair Technician to Technology Specialist
4. Approval of New Classification Specification and Salary Allocation: Information Systems Project Coordinator

H. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

J. 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.

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.



MINUTES
November 15, 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 November 15, 2023. Ms. Campbell, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Belen Gonzalez, Classified Human Resources Supervisor and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the November 15, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the October 1, 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 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- 1) VESP is happy to celebrate, today, November 15th as National ESP day!
 - 2) PARS passed by Board of Education at the November 14th meeting. VESPA is happy for the 43 classified ESPs who will be able to take advantage of the retirement incentive. Congrats to them, but we are sad to see seasoned people leave VUSD.
 - 3) VESPA is happy to share a tentative agreement has been reached on the Professional Growth Article.
 - 4) In December, VESPA returns to the negotiations table for total comp. Negotiations is going well, so we foresee it continuing the same.
 - 5) Two sites are using school site based decision making and voting is happening or has happened around schedule changes. (Foothill & Balboa)
- ITEM E2 DIRECTOR'S REPORT
Ms. Crouch reported
- The Board of Education approved the Public Agency Retirement Services (PARS) Supplementary Retirement Plan at the Board meeting last night (November 14th). This plan was designed as a retirement incentive to encourage eligible district employees to retire early. The goal of the program was to generate savings, or at a minimum, create no cost to the district by increasing the number of retirements in the 2023-24 school year. 115 eligible employees enrolled in the plan and will be separating from the district no later than June 30, 2024. This included 43 regular classified employees and 2 classified management employees. It is projected that the District will save approximately \$15M over a five year period.
 - The District continues to be in negotiations with VESPA and VUEA
 - The PC Governance calendar that was reviewed last month has been updated to reflect the additions we wanted to make and is now posted on our website.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Thanksgiving break is next week, there is no school on Wednesday, November 22nd, and the District will be closed on Thursday and Friday, November 23rd & 24th
 - Next Board meeting is scheduled for Tuesday, December 12th, and there will be a special Board meeting regarding the budget on December 8th.
 - Winter break is Monday, December 25th – Friday, January 5th
- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.

Recruitment events included:

- Workforce Development Board of Ventura County and Goodwill Industries Hiring Event on Wednesday, October 18, 2023, from 1:00 pm to 4:00 pm at the Center Court of Pacific View Mall. There were over 150 job seekers attended the event, and we were able to connect with many prospective applicants as our table generated a lot of interest.
- Elmhurst Fall Festival on November 3rd.
- School Information Night at Buena High School on November 6th. We had an opportunity to connect with families and members of the VUSD community.
- Upcoming recruitment events include: Ventura College - Child Development class to promote Child Development Teacher and Paraeducator opportunities; college and university job fairs will be scheduled late winter/early spring.
- We've conducted final selection interviews to fill our ESSA vacancies. We should be fully staffed across the district once we return from the Thanksgiving holiday. We recently filled the majority of our Health Technician vacancies, and only have (2) remaining positions to fill to support the Extended Learning After School Programs. Final selection interviews for the HR Specialist will take place after the Thanksgiving holiday.
- Upcoming QAI's include: School Services Assistant I & II, Family Liaison, PE Equipment Attendant, Behavior Support Assistant, Associate and Licensed Clinician.

- ITEM E4 UPDATE STATUS: SCHOOL SITE CLERICAL RE-CLASSIFICATION
Ms. Crouch provided the Commissioners with an update regarding feedback from the school site clerical reclassification.
- ITEM E5 Next Regular PC Meeting: December 20, 2023
- ITEM F1 PRESENTATION OF PERSONNEL COMMISSION ANNUAL REPORT After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the 2022/23 Personnel Commission Annual Report as presented, by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
Happy National ESP day and Happy Thanksgiving!
- ADJOURNMENT On a motion by Ms. Stallings seconded by Mr. Walker, MSCU to adjourn the meeting at 5:15 p.m. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)



RECLASSIFICATION REQUEST REPORT

<i>Employee Name:</i>	Margarita “Margaret” Parsadanyan
<i>Current Classification:</i>	Administrative Specialist
<i>Site/Department:</i>	Education Service Center / Educational Services
<i>Assignment:</i>	8.00 hours/day, 12-months
<i>Supervisor:</i>	Dr. Greg Bayless Assistant Superintendent, Educational Services

Background

A reclassification request including a completed position information questionnaire was submitted by Margaret Parsadanyan, Administrative Specialist. Ms. Parsadanyan is assigned to work in the Educational Services Department. Ms. Parsadanyan is supervised by the Assistant Superintendent, Dr. Greg Bayless. Ms. Parsadanyan’s statement was reviewed by Dr. Bayless. He agrees that the completed questionnaire and answers provided by Ms. Parsadanyan accurately describe the tasks, duties and responsibilities required of her position, and the duties she is actually performing in her position.

An in-depth interview was conducted with Dr. Bayless and Ms. Parsadanyan to gather information about Ms. Parsadanyan’s required responsibilities, as well as the duties and tasks currently being performed in her role as an Administrative Specialist. Ms. Parsadanyan has worked in this position since 01/12/2009. Dr. Bayless shared that over the past three and-a-half years, the position has shifted to providing specialized and technical support for districtwide, compliance related projects due to the evolving needs of the district and state and federal compliance requirements. Both Dr. Bayless and Ms. Parsadanyan indicated that they feel the duties and responsibilities of Ms. Parsadanyan’s position have become specialized in the area of compliance, and are at a higher-level position than an Administrative Specialist.

Methodology

An analysis was performed, based on a review of duties and responsibilities, and interviews with the incumbent and the incumbent’s supervisor.

The job audit consisted of the following steps:

- Review of the completed position information request submitted.
- Conducted an in-person interview with the incumbent to review and discuss her responsibilities.
- Conducted an in-person interview with the Assistant Superintendent, Educational Services in order to gain an in-depth understanding of the specific duties Ms. Parsadanyan performs.
- A comprehensive review of established specialist positions within the District.

Findings

- During the past 3.5 years, incumbent has experienced a gradual accretion of duties while employed as an Administrative Specialist.
- During these 3.5 years, the position has significantly expanded beyond the duties of an Administrative Specialist. The position is responsible for coordinating a variety of compliance related projects which requires extensive knowledge, experience and expertise in the educational and compliance related areas. The position assists with the implementation of organizational policies and initiatives, ensuring effective communication and compliance across departments and sites. This compliance piece has substantially increased the position's scope and level of accountability, as ensuring the District's compliance in the many programs directly impacts the State/Federal funding received by the District. These Federal/State programs and grants include: Every Student Succeeds Act (ESSA); Consolidated Application for State and Federal Funding (ConApp); Federal Program Monitoring (FPM); Civil Rights Data Collection (CRDC); Local Control and Accountability Plan (LCAP); Mandated Services to Non-Profit Private Schools; Federal programs: Titles I, II, III and IV; Wellness Centers grant (MHSA); projects with EnVision (SARC, SPSA, CSSP, Annual Notice); ARP-HCY I and II grants/Homeless & Foster Youth. It has also grown in the administrative support provided in that the position now continually supports all Assistant Superintendents as well as district and site level administrators to ensure the District is in compliance with State and Federal mandates. As a result, the type of responsibilities the incumbent currently performs are no longer at the Administrative Specialist level.
- Ms. Parsadanyan is responsible for performing duties that are comparable to the scope of responsibility that specialized classifications have within the District, (i.e. Student Data Specialist I, Purchasing Specialist, Accountant), however there is not an established classification specification that encompasses the essential duties Ms. Parsadanyan is currently performing, specifically in the area of program compliance.
- A new classification specification needs to be developed for the position held by Ms. Parsadanyan.

Recommendation

It is recommended that the Administrative Specialist position assigned to the Educational Services division/Student Support Services Department (position #4102) be reclassified to Program Compliance Specialist. It is recommended that the incumbent, Margaret Parsadanyan, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective January 1, 2024.

It is also recommended to create and approve a new classification specification of Program Compliance Specialist to reflect the current duties performed in this position, and allocate to salary range 250 on the Classified Represented salary schedule (\$4,579 - \$5,716/mo).

Study completed by:

Reina M Murillo, Classified Human Resources Analyst (Confidential)

Andrea Crouch

Andrea Crouch, Director of Classified Human Resources

Dated: December 15, 2023

Attachments: Administrative Specialist classification specification
 Program Compliance Specialist I - proposed classification specification



For the future of every student

CLASS TITLE: PROGRAM COMPLIANCE SPECIALIST

BASIC FUNCTION:

Under the direction of a designated department administrator, perform a variety of technical administrative support for the development and implementation of various compliance projects. Serve as a liaison between the Educational Services division, administrators, teachers, and other partners in developing, maintaining, administering and using student and program assessment data; provide support in the establishment and coordination of methods and procedures for collecting, analyzing, and reporting student and program assessment data, along with maintaining district-wide compliant program evaluation procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and complex administrative support for the development and implementation of various compliance projects; verify and assure accuracy and integrity of data and reports.

Maintain a system of program compliance evaluation for all educational programs, TK-12, including categorical and special programs. Provide support and training to validate effective practices.

Serve as a district representative and liaison to all county, state, and federal agencies for categorically funded programs and the State Department of Education personnel.

Provide technical administrative support in the implementation of organizational policies and initiatives, ensuring effective communication and compliance across departments and sites.

Coordinate and perform grant finance management including recordkeeping, purchasing supplies and other goods for events and daily operations. Prepare contracts for vendors and large scale projects in support of various Federal/State Programs.

Prepare, process and evaluate related purchasing information and documents including requisitions, purchase orders, bids, specifications, contracts and related paperwork; research, obtain and evaluate prices, quotes and proposals

Provide continuous support to district and site level administrators to ensure the District is in compliance with the State and Federal mandates.

Interpret and communicate State and Federal laws, regulations, standards, requirements, policies, and procedures to various District staff, private school partners and other stakeholders.

Ensure compliance with relevant regulations by retrieving and analyzing data from various sources, providing guidance and training sessions to District staff, private school partners and other stakeholders

Support a culture of compliance and accountability throughout the district by effectively interpreting and communicating these guidelines

Assist in drafting and revising Board Policies and procedures, incorporating current legal and regulatory compliance requirements

Coordinate the communication and collaboration with private school partners to provide them with State and Federal mandated services

Compile, input, process, format and extract a variety of data in an assigned computer system; establish and maintain automated records and files; develop spreadsheets and generate a variety of computerized reports and documents; assure accuracy and completeness of input and output data; import, scan, export and upload a variety of data and information.

Prepare a variety of narrative and statistical lists, records and reports related to student assessment, test results, demographics, programs, grants, enrollment, curriculum, assigned projects and activities; format and generate charts and graphs; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Develop, prepare, maintain and produce reports for district, school personnel and other stakeholders. Specific information may include: attendance, enrollment, , graduate, special education, English learner, dropouts, mobility, grades, demographics, courses, programs, test results, health, discipline, scheduling, and assigned activities.

Research, compile and verify a variety of data and information; compute statistical information for various Federal, State and District reports as necessary; resolve a variety of statistical discrepancies; sort, arrange and tabulate data according to reporting requirements.

Coordinate beginning and end of year records procedures with site staff, archiving student mandatory permanent records, recording students' information in Q, and gleaning and preparing files for archiving. Communicate with the public, District personnel, employers, schools, courts, law enforcement agencies and various outside organizations to exchange and verify information, coordinate activities and resolve issues or concerns.

Assure mandated and requested reports related to student assessment, demographics, programs and assigned activities are completed according to established timelines and requirements; troubleshoot and resolve problems with compliance.

Operate a variety of office equipment including a copier, scanner, computer and a variety of specialized software; provide recommendations concerning computer system and software enhancements.

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

Attend and participate in various meetings; present materials, reports and information concerning program compliance.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques involved in the processing, preparation, verification, record-keeping and reporting of statistical data.

Data collection, information systems and statistical software.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of technical, specialized and complex activities involved in the computerized collection, processing, input, preparation, verification, extraction, analysis, record retention and reporting of assessment, demographic, program and other data for the District.

Utilize an assigned computer system to input, update, format and extract data, maintain automated records, and generate a variety of statistical reports and documents.

Review and verify input and output data to assure accuracy.

Assemble, organize and prepare data for records and reports.

Provide technical support for student assessment tests.

Serve as a technical resource concerning assigned projects, reports and related computer operations and data.

Type or input data at an acceptable rate of speed.

Detect and resolve errors and inaccuracies in data output reports.

Interpret findings and analyze data, and provide related recommendations.

Compile and verify data, and prepare reports.

Maintain accurate statistical records.

Effectively and consistently manage, organize and prioritize a high volume workload and competing timelines.

Establish and maintain cooperative and effective working relationships with others.

Perform mathematical and statistical computations with speed and accuracy.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school, supplemented by college-level coursework in statistics, business administration, or related field and three years of increasingly responsible administrative support experience involving the processing, verification, recordkeeping and reporting of statistical data, including work with computer databases and related software applications. Requires some experience interpreting, drafting and revising policies and procedures, including legal and regulatory compliance requirements. Experience working in an educational environment highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

Approved by Personnel Commission: To PC for review and approval 12/12/2023



For the future of every student

CLASS TITLE: ADMINISTRATIVE SPECIALIST

BASIC FUNCTION:

Under general direction of a Director/Administrator, perform a variety of complex, responsible and specialized administrative and clerical duties as related to the functions and operations of an assigned department or division unit. Plan, coordinate and organize activities and flow of communications, correspondence and information for the administrator and department.

DISTINGUISHING CHARACTERISTICS:

The positions allocated to this class exercise a considerable degree of initiative, tact and mature judgment in the performance of a variety of administrative and clerical duties in support of a Director/Administrator. The incumbent must possess the experience and diplomacy necessary to interact with the public and all levels of district staff. Duties are performed under minimal supervision and require a comprehensive knowledge of District, division and/or department policies and procedures. Positions in this class are distinguished from the next lower clerical support class, Senior Office Assistant, by the performance of duties requiring a greater working knowledge of the technical subject matter and functions of the department, and work independently in the absence of the administrator. Work is usually varied in nature and requires the incumbent to secure more information than is given with the assignment, and involves selection and application of technical or legal concepts and procedures to solution of a problem. The Senior Administrative Specialist has the expanded responsibility of serving as a lead person for other support staff members of the department, providing work direction, assigning, monitoring and reviewing the work of other staff members and providing input to the evaluating supervisor on the work performance of department support staff.

The Administrative Specialist classifications are determined by such factors as the nature and scope of the functions of the department or division unit, the variety and complexity of the work, accountability and proportion of duties which are administrative versus clerical, and the extent to which the employee serves as a lead person for department support staff. Although there is a direct relationship between the scope of the administrator's responsibility and the possible scope of the Specialist's responsibility, clerical/secretarial positions are not classified solely on the basis of the level of the supervisor. Other factors affecting the scope of responsibility are the presence or absence of other supporting positions that tend to dilute or strengthen the Specialist's responsibilities, and the degree to which clerical and administrative tasks may be delegated due to the nature of the Director/Administrator's function.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of highly skilled secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail; assure smooth and efficient office operations, and proper and timely completion of projects and activities; plan, coordinate and organize office activities; coordinate flow of communications and information for the administrator and department.

Serve as the primary assistant to the Director; provide public relations and communication services; initiate and receive telephone calls; take, retrieve and relay messages as needed; respond to requests, complaints and questions, representing the administrator by phone and written communication; schedule and arrange appointments, conferences, workshops and other events.

Receive visitors, such as administrators, staff, students and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving various issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information regarding department operations and related standards, requirements, laws, rules, regulations, policies and procedures.

Research, compile and verify a variety of data and information; compute statistical information for various reports; prepare, process and evaluate a variety of forms, applications and documents; duplicate, assemble, distribute, collect and verify accuracy and completeness of various documents, forms, records and reports.

Serve as a liaison and coordinate department communications between the administrator, other departments and personnel, programs, outside agencies, school sites and others regarding department activities; provide input to the administrator concerning administrative time lines and priorities; assist the administrator with coordinating department projects and activities.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, announcements, bulletins, agenda items, lists, brochures, fliers, notices, newsletters, contracts, permits, planning documents and other materials; review, revise, edit, format and proofread a variety of documents and information.

Prepare and maintain a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets, compliance and assigned duties; establish and maintain filing systems; assure mandated reports are completed in accordance with established time lines and requirements.

Input and update a wide variety of data in an assigned computer system; establish and maintain automated files and records; initiate queries, develop spreadsheets and generate a variety of computerized lists, documents and reports; assure accuracy of input and output data; assist in coordinating the development and modification of department databases as required.

Develop, implement and perform special projects and surveys and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; monitor and keep the administrator current concerning progress of office projects and activities.

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; compile, assemble and prepare agenda items, reports and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and other designated supplies and equipment; order, receive and maintain appropriate levels of inventory; research and confer with vendors concerning product and pricing information; prepare, process and follow up on purchase orders, invoices and requisitions.

Receive, sort and distribute mail as required; compose replies independently or from oral direction; prepare and distribute informational materials and packets and bulk mailings as assigned; contact others to request documents as needed; prepare and process outgoing mail for distribution.

Maintain appointment, activity and office schedules and calendars for the administrator; assist in coordinating, and reserve and arrange facilities, equipment, services and supplies for meetings, special events and other activities as required.

Perform a variety of clerical accounting duties as required; calculate, prepare and revise accounting data; balance, maintain and update accounts with income and expenditures; process and verify payroll materials and information as required.

Communicate with personnel, various outside agencies, students and the public to exchange information, coordinate activities and resolve issues or concerns.

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

Provide input concerning the planning and development of designated budgets as assigned; monitor expenditures; assist in assuring expenditures to do not exceed established budget limitations.

Assist in monitoring department programs, services and activities to assure compliance with established requirements as assigned.

Coordinate conference, travel and other reservations and arrangements as necessary; prepare and process conference requests and reimbursements as needed.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.

Organization, operations, policies and objectives of assigned programs, services and activities.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

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

Applicable laws, codes, rules, regulations, policies and procedures.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations.

ABILITY TO:

Perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator and department.

Assure smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Perform a variety of clerical accounting duties in support of assigned activities.
Assist the administrator with coordinating department projects and activities.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.
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 four years of secretarial or administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: 06/18/2008
Revised: 04/23/2018



RECLASSIFICATION REQUEST REPORT

Employee Name: Ervey Hernandez

Current Classification: Computer Repair Technician

Site/Department: Education Service Center / Technology Services

Assignment: 8.00 hours/day, 12-months

Supervisor: Thomas Kranzler
Executive Director, Technology Services

Background

A reclassification request was submitted for the Computer Repair Technician position held by Ervey Hernandez. The request was submitted by Thomas Kranzler, Executive Director of Technology Services. Mr. Kranzler has spent the last several months studying and evaluating the positions within the Technology Services Department and has determined that the duties currently assigned to and being performed by Mr. Hernandez are substantially outside his current classification of Computer Repair Technician.

An in-depth interview was conducted with Mr. Kranzler and Mr. Hernandez to gather information about Mr. Hernandez' required responsibilities, as well as the duties and tasks being performed in his current role as Computer Repair Technician. Mr. Hernandez has worked in this position since 06/01/2018. Mr. Kranzler shared that the position has become more complex in nature, and has gradually shifted from a Tier I level support position to a Tier II level support position. A Computer Repair Technician is considered Tier I support with machine level access (i.e. a laptop, tablet, desk top machine, etc.); whereas a Technology Specialist has systems level access (i.e. user creation, user augmentation, group policies). This is the only Computer Repair Technician position in the department, and the duties and tasks being performed are within the scope and responsibilities of a Technology Specialist. The work this position is responsible for no longer "stops at the wall." Mr. Hernandez is responsible for and has server level access to systems administration work, and is doing more work in application deployment. These duties are in alignment with the tasks and responsibilities of the Technology Specialist team.

The career ladder for the technology, network and systems support positions within the Technology job category is summarized below as defined in the job descriptions:

- Computer Repair Technician – provide maintenance and repair services for computer equipment and software; maintain records related to District computer equipment.

- Technology Specialist – perform a variety of technical duties involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of desktop and mobile device hardware, software, peripherals general network systems and server maintenance.
- Technology Projects Specialist – analyze, plan, install, test and document technology projects and applications for academic and/or business purposes, following systems development and project management procedures. Consult with VUSD staff and coordinate with vendors to design and modify complex network infrastructure, school room technology installation, and multi-faceted software applications. Provide technical support, direction, troubleshooting, and escalation support to Technology Services staff.
- Lead Technology Specialist – lead and participate in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer and mobile device hardware, software, peripherals and network systems; lead and participate in various technology projects; train and provide work direction and guidance to assigned personnel determined by the Executive Director of Technology.
- Network and Systems Specialist – provide network service design, integration, programming, monitoring, updates and deployment support to Ventura Unified School District (VUSD) departments, schools and stakeholders. This position includes (but is not limited to) the support of next generation firewalls, switches, network filters, network monitoring tools, and other related networking equipment. This position will also provide server design, integration, programming, and monitoring support of the District’s server environment in alignment and in conjunction with the Network and Systems manager. This includes the configuration, maintenance, upgrade and implementation of all District owned servers. This position will also assist in the architectural design of the District’s infrastructure, in the implementation of industry best practices, policies, procedures, and guidelines to support daily operations and the District’s user community. The Network and Systems specialist will continuously research new and emerging technologies, providing periodic updates to the Executive Director of Technology and the Network and Systems manager regarding the latest technologies available. The main purpose of this position is to provide a safe, secure, and stable computing environment for the Ventura Unified School District and its stakeholders.
- Network and Systems Manager – lead, manage and represent the Systems Team of the Information Technology Services (ITS) department; plan, organize, direct, control, perform and document activities related to the proper implementation, operation, monitoring, administration and maintenance of the District’s information technology infrastructure; coach, train, supervise and assess the performance of assigned personnel and the ITS Systems Team in general; train and consult with staff and customers on information technology issues; assure the smooth, efficient and proper integration of hardware and software technologies; support the use of information technology by District departments and customers; recommend and implement changes to accomplish increased system productivity and efficiency; evaluate new technology and screen purchases for system compatibility..

Methodology

An analysis was performed, based on a review of duties and responsibilities, and interviews with the incumbent and the incumbent’s supervisor.

The job audit consisted of the following steps:

- Review of the completed position information request submitted.
- Conducted an in-person interview with the incumbent to review and discuss his responsibilities.

- Conducted an in-person interview with the Executive Director of Technology Services in order to gain an in-depth understanding of the specific duties Mr. Hernandez performs as well as other staff assigned to the Technology Services Department.
- Considered information gathered during the recent in-depth study of the technology department, which included an analysis of job descriptions and departmental structure needs.

Findings

- During the past five (5) years, incumbent has experienced a gradual accretion of duties while employed as a Computer Repair Technician.
- The incumbent’s current classification specification no longer represents the duties that are now being performed as a result of the evolution of technology and the department’s structure over the years. Therefore, the type of responsibilities the incumbent currently performs are no longer at the Computer Repair Technician level.
- The majority of the duties the incumbent performs fall within the essential duties of a Technology Specialist, which include:
 - Install, set up, configure, modify and maintain desktop and mobile hardware, software and peripherals to assure the effective operation of computer systems and devices in the District’s 1:1 program; respond to work orders and user requests for service; install, upgrade and update desktop and mobile device software and applications as needed.
 - Inspect, troubleshoot, diagnose and resolve hardware, software, application, peripheral and network system malfunctions; install, configure, maintain and repair a variety of peripherals and network components such as servers, cabling, switches and printers as required.
 - Prepare desktop and mobile device equipment for staff and student use; install software and hardware and observe and test elements of the computer for evidence of incorrect performance; connect work stations to network server; configure desktop and mobile devices for network, internet and database connectivity.
 - Provide technical training to District personnel concerning the operation of desktop and mobile device hardware, software, peripherals, and telephones; respond to inquiries and provide detailed and technical information concerning related practices, procedures and applications.

Recommendation

It is recommended that the Computer Repair Technician position assigned to the Technology Services Department (position #2993) be reclassified to Technology Specialist. It is recommended that the incumbent, Ervey Hernandez, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective January 1, 2024.

Study completed by:

Reina M Murillo, Classified Human Resources Analyst (Confidential)

Andrea Crouch

Andrea Crouch, Director of Classified Human Resources

Dated: December 6, 2023

Attachments: Computer Repair Technician classification specification
 Technology Specialist classification specification



For the future of every student

CLASS TITLE: Computer Repair Technician

BASIC FUNCTION:

Under general supervision within the Technology Service Department, provide maintenance and repair services for computer equipment and software; maintain records related to District computer equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Under direction install, set up, configure, modify and maintain computer hardware, software and peripherals to assure the smooth running of computer work stations and systems; respond to work orders and user requests for service; install, upgrade and update computer software and applications as needed. Installs, configures, tests, troubleshoots, updates, and applies standard PC software images.

Maintain a variety of records related to work orders, repairs, computer equipment, software and assigned activities; maintain and update software licensing information

Inspect computer equipment and determine need for higher-level escalation for resolution; arrange for and follow up on repairs, warranty services, upgrades and replacements as needed; receive assistance with resolving computer hardware and software malfunctions as needed.

Prepare computer equipment for staff and student use; install software and hardware and observe and test elements of the computer for evidence of incorrect performance; connect work stations to network server; configure computers for network, internet and database connectivity.

Prepare, pack, load, transport and unload new computer equipment for installation at various District sites; remove and dispose of or recycle obsolete equipment.

Install, run and update anti-virus programs and security patches as needed; implement anti-virus solutions; remove adware, spyware and run related programs and applications from computer work stations.

Prepare backup data files in accordance with established procedures; perform emergency data recoveries as needed.

Operate a variety of computers, servers, peripherals and specialized software; utilize various hand tools, meters and testers; drive a vehicle to conduct work.

Monitor inventory levels of computer supplies and equipment; assist with ordering and maintaining adequate inventory levels of supplies.

OTHER DUTIES:

Perform related duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance,

troubleshooting, diagnosis and repair of computer hardware, software, networks and peripherals.
Computer hardware systems and software applications utilized by the District, including Microsoft Office products.

Materials, methods and tools used in the operation and repair of computer systems.

Basic principles of computer hardware, peripherals, and network operations

Windows-based personal computers and related compatible products

Interfacing of computer equipment

Repair parts administration and warranty service procedures

Computer theory and application

Record keeping techniques.

ABILITY TO:

Operate, maintain and repair personal computers and related equipment

Install and troubleshoot computers and related hardware and software

Determine nature and scope of repair needs

Prepare specifications for repair parts needed

Evaluate work needed and process appropriately

Solve problems independently and in collaboration with people.

Monitor, maintain and assure security of computer systems.

Plan work from service requests, complete the work, and update the work order system

Effectively use and operate tools and computer testing equipment

Maintain a variety of records and files

Develop and maintain inventories of equipment

Meet schedules and timelines.

Communicate effectively orally and in writing.

Exercise tact, patience and courtesy interpersonal relations

Work independently with little direction.

Understand and follow written and oral directions

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 supplemented by additional course work in computer science or related field and/or certification from authorized computer manufacturer or accredited computer training facility and some experience involving the installation, maintenance and repair of computer hardware, software and peripherals.

LICENSES AND OTHER REQUIREMENTS:

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 a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects (up to 50 pounds) as assigned by the

position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and

Approved by Personnel Commission: 03/1992
Revised: 2/1999
Revised: 1/21/2009



For the future of every student

CLASS TITLE: TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of the Network and Systems Manager, perform a variety of technical duties involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of desktop and mobile device hardware, software, peripherals general network systems and server maintenance.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Install, set up, configure, modify and maintain desktop and mobile hardware, software and peripherals to assure the effective operation of computer systems and devices in the District's 1:1 program; respond to work orders and user requests for service; install, upgrade and update desktop and mobile device software and applications as needed.

Inspect, troubleshoot, diagnose and resolve hardware, software, application, peripheral and network system malfunctions; install, configure, maintain and repair a variety of peripherals and network components such as servers, cabling, switches and printers as required.

Prepare desktop and mobile device equipment for staff and student use; install software and hardware and observe and test elements of the computer for evidence of incorrect performance; connect work stations to network server; configure desktop and mobile devices for network, internet and database connectivity.

Provide technical training to District personnel concerning the operation of desktop and mobile device hardware, software, peripherals, and telephones; respond to inquiries and provide detailed and technical information concerning related practices, procedures and applications.

Prepare, pack, load, transport and unload new desktop and mobile device equipment for installation at various District sites; remove and dispose of or recycle obsolete equipment.

Provide assistance to District desktop and mobile device users with resolving hardware and software malfunctions; receive telephone calls and electronic correspondence concerning technology problems and malfunctions; provide general troubleshooting, determine type of request and provide solutions.

Monitor and maintain desktop and mobile device system security; run and update anti-virus programs as needed; implement anti-virus solutions and security patches; remove adware, spyware and run related programs and applications from computer work stations.

Install, configure, modify and maintain VoIP equipment, components, cabling and devices; inspect, troubleshoot, diagnose and resolve VoIP and telecommunication problems and malfunctions.

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

Operate a variety of desktop and mobile device, servers, peripherals and specialized software; utilize various hand tools, meters and testers; drive a vehicle to conduct work.

Monitor inventory levels of desktop and mobile device supplies and equipment; assist with ordering and maintaining adequate inventory levels of supplies; contact vendors to discuss and obtain product information, and receive assistance with resolving computer hardware and software malfunctions as needed.

Inspect desktop and mobile device equipment and determine need for outside assistance and repairs; arrange for and follow up on repairs, warranty services, upgrades and replacements as needed.

Maintain a variety of records related to work orders, repairs, desktop and mobile device equipment, software and assigned activities; maintain and update software licensing information.

Maintain current knowledge of technological advances in desktop and mobile device hardware and software; research solutions to complex technology issues; assist with coordinating the purchase of desktop and mobile device hardware and software.

Collaborate with various departments and personnel in determining technology and related training needs; assist departments with selecting and integrating computer programs and components.

Install, set-up and assure proper operation audio -visual equipment and systems as assigned; demonstrate and train personnel concerning the usage of various audio-visual equipment.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of desktop and mobile device hardware, software, networks and peripherals.

Desktop and mobile device hardware systems and software applications utilized by the District.

Principles, methods and procedures of operating desktop and mobile device and peripheral equipment.

Database structures, on-line applications and system capabilities of the District's computer systems.

Materials, methods and tools used in the operation and repair of desktop and mobile device systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Record-keeping techniques.

ABILITY TO:

Install, configure, modify and maintain desktop and mobile device hardware, software, networks and peripherals to assure the smooth running of computer work stations.

Investigate, troubleshoot, diagnose and repair hardware, software and network malfunctions.

Provide technical training and support to technology users concerning computer hardware and software operations, issues and malfunctions.

Install, update and configure various software and applications on desktop and mobile device.

Monitor, maintain and assure security of desktop and mobile device systems.

Meet schedules and time lines.

Operate desktop and mobile device and peripheral equipment properly and efficiently.

Maintain various records related to work performed.

Understand and follow oral and written instructions.

Work independently with little direction.
Communicate effectively 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. This would require graduation from high school supplemented by college-level course work in computer science or related field and two years experience involving the installation, maintenance and repair of computer hardware, software and peripherals.

LICENSES AND OTHER REQUIREMENTS:

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 a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting or standing 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.
Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 09/19/2007
Revised: 03/15/2023



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: December 20, 2023

Subject: Approval of New Classification Specification and Salary Allocation
Information Systems Project Coordinator

EVALUATION AND JUSTIFICATION FOR CLASSIFICATION:

At the Regular Board meeting on December 12, 2023, the Board approved creating a position to support the Technology Services Department. The responsibilities of this position are to analyze information, processes and data used by the District. Provide guidance and direction in support of the members of the data team. Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.

Classified Human Resources surveyed school districts within the County and closely surrounding districts to compare like positions. It should be noted that the information technology structures varied widely among districts, and although there were positions that encompassed some of the responsibilities of the position needed within our district, there were not specific, comparable positions identified. Therefore, HR conducted a job evaluation in which the function, essential duties, knowledge, skills and abilities of the proposed classification were compared against existing classification specifications to ensure internal alignment was maintained.

RECOMMENDATION:

It is therefore recommended that the Personnel Commission approve the attached classification specification for the Information Systems Project Coordinator as presented, and allocate the classification to salary range 290 on the Classified Represented Salary Schedule, (\$5,734 - \$7,158/month).

Attachment: Information Systems Project Coordinator proposed classification specification



For the future of every student

CLASS TITLE: Information Systems Project Coordinator

BASIC FUNCTION:

Under the direction of the Executive Director of Technology Services, analyze information, processes and data used by the District. Provide guidance and direction in support of the members of the data team. Perform a variety of specialized duties involved in the development of processes, and the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of District data. Serve as a liaison and coordinate data processing, analysis and reporting functions on District systems between District personnel, administrators, vendors and various outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide guidance and direction in support of the District Data Team. Guide team members; discuss procedures, projects, timelines, and other related activities. Train and provide work direction and guidance to designated personnel; lead and assist with assignment of employee duties, and review work for accuracy, completeness and compliance with established standards and procedures. Develop training plans as needed.

Analyze information through the computerized collection, processing, input, verification, extraction, analysis, record retention and reporting of a variety of District data. Analyze district processes through working with District and school personnel to streamline various activities through the development of various programs and implementing industry best-practice process improvement techniques.

Develop, prepare, maintain and produce reports for District and school personnel providing insight into longitudinal and short-term trends. Data includes, but is not restricted to, data inherent in the District's student information system, student assessment and testing, District's employee management system, and local, State, and Federal reporting systems (i.e. CALPADS, CBEDS).

Create report visualizations including graphs, trends, and projections in collaboration with various state and federal organizations and District staff.

Collaborate with District and school personnel, and Technology Department personnel to streamline processes by continuously documenting and improving processes. Implement proper measurements and metrics to gauge process performance for determining areas of improvement. Research best practices and assist in the implementation of those practices. Assign work duties to data team personnel in accordance with dedicated data and information systems projects.

Prepare electronic data submissions for various District departments, committees, state and federal reports; prepare, format and submit a variety of specialized data required for state and federal District grants, profiles and funding; assure mandated local, state and federal reports are completed in accordance with established time lines and requirements.

Facilitate effective communication between site teams and the Information Technology Services management team.

Collaborate with staff and vendors in the configuration, implementation and development of systems and

processes of data and their automation; and the collection, extraction, processing, analysis and submission of a variety of electronic data. Serve as a liaison between District personnel, administrators, outside agencies and governmental organizations concerning assigned data processing and reporting functions; resolve related issues and discrepancies as needed.

Audit a variety of data, records and reports for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed, add and revise data to meet reporting changes and requirements as necessary; interpret, implement, analyze and discuss changes to information sources/data and reports with vendors, governmental representatives and technology staff.

Provide technical training and assistance to District personnel concerning the operation of data-based applications and reporting functions; respond to inquiries and provide detailed and technical information concerning related practices, processes, reports, submissions, data, requirements, techniques, policies and procedures; assist users with resolving data-based issues; refer complex problems to other personnel as needed.

Produce and process a variety of notifications, lists, forms, labels, files, and student cards; implement new modules, applications, and processes developed by vendors; maintain custom menus and embedded reports and applications.

Troubleshoot and resolve data file and aggregation issues and malfunctions as needed; prepare backup data files in accordance with established timelines and procedures

Assist with department operations, functionality and effectiveness as required; provide support duties; assist with departmental recruitment activities.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Attend and participate in various meetings and committees as assigned.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Process improvement techniques and best practices.

Data collection, information systems and statistical software.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Visual Studio, C#, Transactional SQL, Powershell.

Principles, methods and procedures of operating computers and peripheral equipment.

Computer, databases, utilities and applications used by the District.

Record retrieval and storage systems.

Data control procedures and data entry operations.

Survey instruments, techniques and methodology.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.
Statistical and mathematical computations.

ABILITY TO:

Review and assess work being performed with the goal of developing methods for improving efficiency and quality of work.

Perform a variety of specialized duties involved in the computerized collection, processing, input, verification, extraction, analysis, record-keeping and reporting of a variety of student, staff, faculty, enrollment, program and a variety of other District data.

Develop and compile stand-alone applications.

Input, code, extract and update a variety of data in assigned computer systems and software

Serve as a liaison and coordinate data processing, analysis and reporting functions between District personnel, administrators, vendors and various outside agencies.

Utilize systems to input and extract data, maintain automated records, initiate queries, create tables and custom views, and generate a variety of statistical reports and documents.

Review and audit input and output data to assure accuracy and efficiency.

Assemble, organize and prepare data for records and reports.

Provide technical training and assistance to staff and administrators concerning data collection, processing, analysis and reporting functions, and related applications.

Type or input data at an acceptable rate of speed.

Interpret findings and analyze data, and provide related recommendations.

Compile and verify data and prepare reports.

Maintain accurate statistical records.

Establish and maintain cooperative and effective working relationships with others.

Perform mathematical and statistical computations with speed and accuracy.

Work independently with little direction.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Plan and organize work.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to an associate degree in information systems management, computer science, office management or related field, and two years increasingly responsible experience involving the management of server-based, relational database systems using a variety of utilities and productivity software to gather, process and transfer data; data analysis; and formatting and reporting of computerized data. Experience managing projects and team members in a small office environment. Experience supporting applications in a school district is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

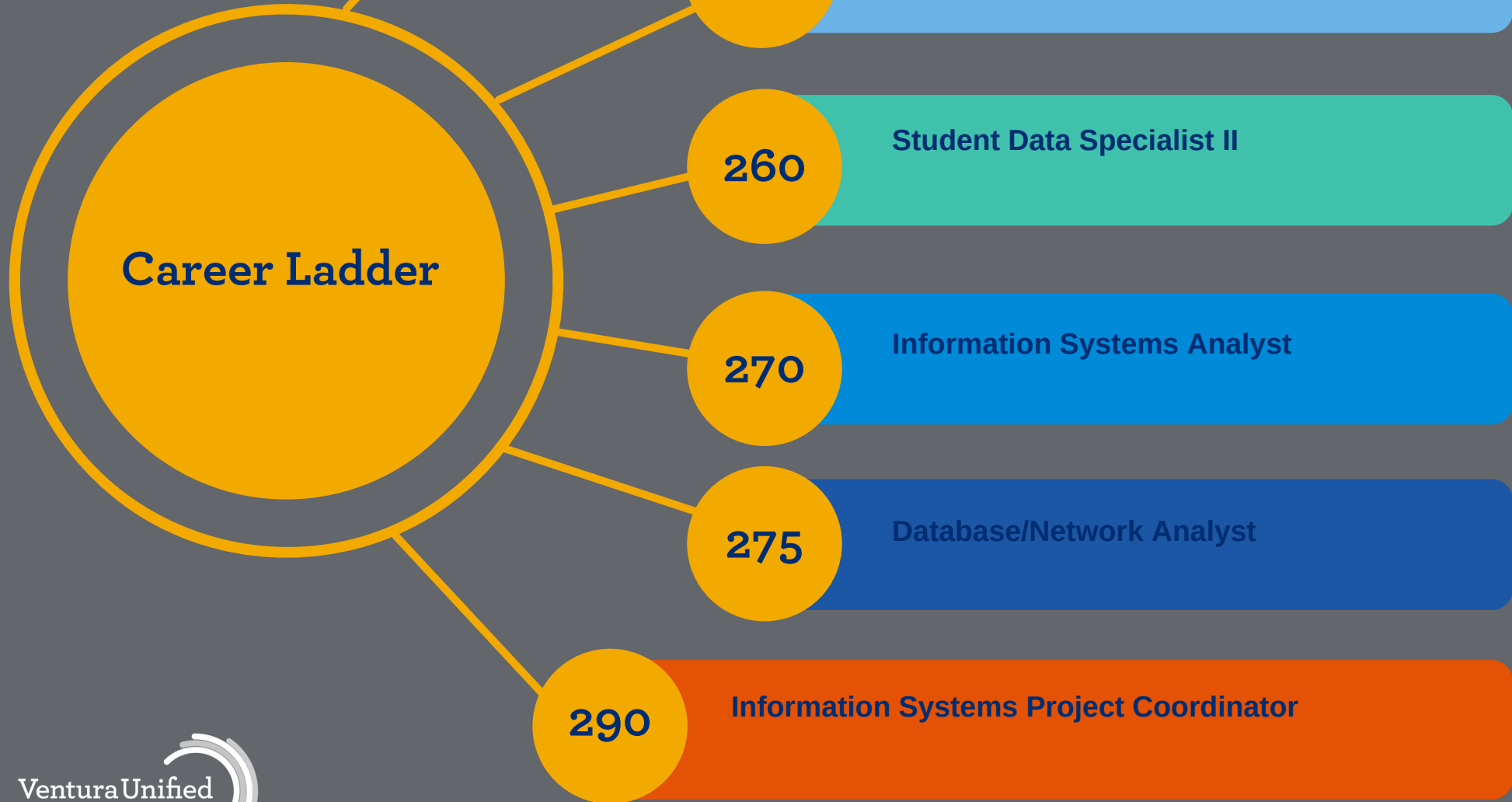
Seeing to view a computer monitor and read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

**INFORMATION
SERVICES
Data Team**





Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 12/20/2023

New Hires

Last Name	First Name	Job Class Description	Date
Maciel	Debra	Bus Driver	11/01/23
Okelley	Eric	Bus Driver	11/01/23
Lewman	Abigail	Certified Spch/Lang Path Asst	12/11/23
Granados	Leticia	Elem School Srvs Asst	12/11/23
Vreeland	Laurine	Elem School Srvs Asst	12/11/23
Zarate	Anthony	Health Technician	12/18/23
Holmes	Kali	Para- After School	11/27/23
Hernandez	Celeste	Paraeducator I - Site	11/13/23
Tweedy	Katelyn	Paraeducator I - Site	11/27/23
Occhipinti	Joanna	Paraeducator II	11/13/23
Ruiz	Lorena	Paraeducator II	11/01/23
Vlahakis	Jessica	Paraeducator II	11/01/23 (Promotion)
Wilkinson	Joanna	Paraeducator II	10/31/23
Zeko	Valerie	School Services Assistant II	12/08/23
Flores	Mayra	Senior Accountant	11/20/23
Aupperle	Hayden	Technology Specialist	11/15/23
Mellor	Darin	Technology Specialist	11/20/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Mendoza Lopez	Rafael	Building Trades Mechanic	11/21/23
Flores	Ciro	Mechanic I	12/01/23
Ayala	Carly	Paraeducator II	10/30/23
Ayala	Karla	Purchasing Specialist	11/20/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Dixon	Judy	Custodian	11/23/23

Ruvalcaba Lopez	Gabriel	Custodian	11/30/23
Valenzuela	Eric	Custodian	11/10/23
Zaragoza	Matthew	Custodian	12/02/23
Miklovich	Alan	Electrician	12/07/23
Munoz	Amanda	Family Liaison	11/18/23
Lucio	Richard	Grounds Maintenance Worker I	11/08/23
Perez	Leonard	Grounds Maintenance Worker I	12/02/23
Lopez	Richard	Network and Systems Specialist	12/02/23
Arroyo Munoz	Paloma	Paraed-Aftr Schl	11/03/23
Jackson	Brittany	Paraed-Aftr Schl	11/08/23
Olsen	Tina	Paraed-Aftr Schl	11/07/23
Rodriguez	Katherine	Paraeducator II	11/08/23
Rodriguez	Antonio	Technology Specialist	12/15/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Cox	Kathryn	After School Liaison	11/01/23
Maynez	Bridget	ASB I Exempt	11/01/23
Young-Myers	Jo Ann	ASB I Exempt	12/01/23
Aguirre	Yuridiana	AVID Tutor	11/01/23
Osuna Diaz	Axel	AVID Tutor	12/01/23
Forney	Roy	Campus Supervisor	12/01/23
Gonzalez	Maria	Campus Supervisor	11/01/23
Ikedda	James	Campus Supervisor	12/01/23
Meadors	Karren	Campus Supervisor	11/01/23
Thompson	Breanne	Campus Supervisor	11/01/23
Wrigley	Sydney	Campus Supervisor	12/01/23
Ziegler	Valeri	Campus Supervisor	11/01/23
Ruiz Beltran	Antonia	Campus Supp Asst	11/01/23
Hoffman	Elizabeth	Campus Support Asst	12/01/23
Ramirez	Janessa	Campus Support Asst	11/01/23
Snelgrove	Amanda	Campus Support Asst	12/01/23
Vallier	Monique	Campus Support Asst	11/01/23
Leyva	Angelina	Campus SupportAsst	12/01/23
Gonzalez	Gina	Child Nutr Asst I	11/01/23
Lopez Torres	Jennifer	Child Nutr Asst I	11/01/23
Casarez	Nora	Child Nutr Asst II	12/01/23
Sanchez	Aleyda	Child Support Asst	12/01/23
Medina Arzate	Luz	Custodian	11/01/23
Olivas	Gregg	Custodian	12/01/23
Palk	Justine	Custodian	12/01/23
Rodriguez Flores	Enedina	Custodian	11/01/23
Wisembaker	Patricia	Health Technician	12/01/23
Schweizer	Maria	Language Assessor	12/01/23
Duran	Virginia	Office Assistant	11/01/23

Matehuala	Marisol	Office Assistant	12/01/23
Romia	Nahla	Para II	11/01/23
Castro Hurtado	Sonia	Paraed After Sch	12/01/23
Castellanos	Manuela	Paraed-Aftr Schl	11/01/23
Dos Santos Pinto	Taiya	Paraed-Aftr Schl	11/01/23
Isaac	Laryn	Paraed-Aftr Schl	11/01/23
Liu	Rayce	Paraed-Aftr Schl	11/01/23
Verstraeten	Annalyse	Paraed-Aftr Schl	11/01/23
Castro Hurtado	Sonia	Paraeducator I	12/01/23
Earley	Monica	Paraeducator I	12/01/23
Acker	Rebekah	Paraeducator II	12/01/23
Daymond-Oas	Elizabeth	Paraeducator II	12/01/23
Hart	Kendra	Paraeducator II	11/01/23
Yenney	Jennifer	Paraeducator II	12/01/23
Gonzalez	Gabriela	Paraeducator III	12/01/23
Vallier	Monique	Paraeducator III	12/01/23
Leyva	Angelina	SAA I	12/01/23
Osland	Betty	Senior Office Asst	11/01/23
Wrigley	Sydney	Senior Office Asst	12/01/23
Lopez	Xiomara	SSA I	11/01/23
Betancourt	Kimberly	Student data spec I	12/01/23
Maciver	Max	Studio Product Asst	11/01/23
Smith	Kirk	Transportation asst	11/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Dickerson	Carmen	Elem School Srvs Asst	11/9/2023
Woertink	Rebecca	Elem School Srvs Asst	11/8/2023
Kaikaina	Sarah	Health Technician	10/30/2023
Beltran	Victor	Paraed-Aftr Schl	10/30/2023
Cherrie	Spencer	Paraed-Aftr Schl	11/27/2023
Oganisian	Hasmik	Paraed-Aftr Schl	11/27/2023
Vizzo	Jessica	Paraed-Aftr Schl	11/1/2023
Marquez	Elvira	Paraeducator I- TK	11/1/2023

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date
Hansen	Julianne	Elem School Srvs Asst	11/27/2023
Koulakoff	Nina	Health Technician	10/30/2023
McConnell	Willow	Health Technician	10/30/2023
Thai	Dinh	Health Technician	10/31/2023

Separation from Service

Last Name	First Name	Job Class Description	Date
Cibrian	Sylvia	Child Nutr Asst I	11/28/23
GuerreroBravo	Juana	Campus Support Asst	11/25/23
Olmedo	Lorraine	Campus Support Asst	12/01/23
Taylor	Jayne	Health Technician	11/20/23
Mejia	JuanPaulo	Information Systems Analyst	12/01/23
Danyal	Rawaa	Paraeducator II	11/14/23
Cabrera	Eric	Paraed-Aftr Schl	12/05/23
Castro	Sonia	Paraed-Aftr Schl	12/07/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Coyle	Carol	Bus Driver	11/18/23 - 02/23/24 Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Blackwell	Janice	Purchasing Specialist	11/07/23: Location change--from ESC to Facilities; Same Classification; Same time base
Campbell	Charlotte	Paraeducator II	11/01/2023: Reinstatement @ Lemon Grove; same classification
Cormode	Kerrie	Campus Support Assistant	11/01/2023: Change in Hours --6.25 hrs/wk to 18 hrs/wk; same classification; same location
Garfio Aguirre	Hildeliza	Paraeducator I - Site	08/22/2023: Change in Calendar --173 days/yr to 181 days/yr; same classification; same location
Hathaway	Jeffrey	Paraed-Aftr Schl	09/27/23: Location change--from Balboa to Anacapa; Same Classification; Same Time Base
Hughes	Keith	Campus Support Assistant	10/30/2023: Reinstatement @ Lemon Grove; same classification
Lopez	Alfonso	Custodian	11/07/23: Location change--from Sunset to Buena HS; Same Classification; Same time base
Olivo	Jose	Head Custodian I	12/04/23: Location change--from Anacapa to Pacific HS; Same Classification; Same time base
PerezCruz	Luz	Custodian	11/06/23: Location change--from Buena to Sheridan Way; Same Classification; Same time base
Ruby	Blanche	Paraeducator II	11/06/23: Hours/Location change--from Cabrillo (25hrs/wk) to Portola (28.75hrs/wk); Same Classification
Wareham	Darlene	Campus Support Assistant	11/01/2023: Change in Hours --16.5 hrs/wk to 25.75 hrs/wk; same classification; same location

Working Out of Class

Last Name	First Name	Job Class Description	Date
Vacancy Coverage			
Carrillo	Steven	Head Custodian I-F38	10/2-6;9-11;16-20;24-27;30-31/2023

Diaz Burnell	Nicte-ha Joseph	Child Nutr Assist II-D62 Accounting Supervisor-A06	11/1-3;6-9;13-217;20-21;27-30/2023 10/2-6;9-13/2023 *Position Filled
Vallier	Monique	Paraeducator III-E69	Aug: 22-25;28-31/2023 Sept: 1;5-8;11-15;18-22;26-27/2023 Oct: 3-6;9-13;16-20;30-31/2023 Nov:1-3;6-9;13-17;20-21;27-30/2023
Cox	Kathryn	After School Paraeducator Liaison-E48	Aug: 18;21-25;28-31/2023 Sept: 1;5-8;11-15;18-22;26-29/2023 Oct: 2-6;9-13;16-20;30-31/2023 Nov:1-3;6-9;13-17;20-21;27-30/2023
Salazar	Maria	Elem School Services Asst-B59	10/2-6;9-13;16-20;30-31/2023 11/1-3;6-9;13;15-17;20-21;27-30/2023
	Mary	After School Paraeducator Liaison-E48	Aug: 18;21;23-25;28-31/2023 Sept: 1;5-7;11-12;15;18-22;26-29/2023 Oct: 2-6;9-13;16-20;30-31/2023 Nov: 1;3;6-7;13-17;20-21;27-30/2023
Hamilton Redding	Elizabeth	School Services Assist II- B72	9/1;5-8;18-22;26-29/2023
Scott	Pamela	Administrative Specialist-B50	9/1/23
Prado	Anai	Paraeducator III-E69	11/1-3;6-9;13-14;16-17;20-21;27-30/2023
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	11/1-3;8-9;13-17;20-21;27-30/2023
Woods	Nancy	Head Custodian I-F38	11/8/2023
Woertink	Rebecca	Elem School Services Asst-B59	11/1-3;6-7/2023 *Position Filled

Covering for EE who is WOC

Diaz	Nicte-ha	Child Nutr Assist II-D62	10/2-4/2023
Lopez	Alexia	Child Nutr Assist II-D62	11/1-3;6-9;13-217;20-21;27-30/2023

Covering for EE who is on LOA

Centeno	Grace	Child Nutr Mgr-Elementary-D38	11/1-3;6-9;12-14;16-17;20-21/2023
Lopez	Maria	School Adm. Assistant III-B35	11/1-3;6-9;13-17;20-21;27-30/2023

Limited Term Assignment/Extra Help

Mayer	Mark	Special Projects Manager-F75	11/1-3;6-9;13-17;20-22;27-30/2023
-------	------	------------------------------	-----------------------------------

Other Reasons

Adams	Claire	Child Nutr Mgr-Elementary-D38	11/28/2023
Alvarado Silva	Luis	Grounds Maintenance Worker II-F64	11/1-3/2023
Casarez	Nora	Child Nutr Assist II-D62	11/28/2023
Hernandez	Maria	Child Nutr Assist III-D61	11/2-3/2023
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	11/7/2023
Lassich	Shari	Lead Custodian-F42	11/3;13-17;20-21/2023
Limneos	James	Grounds Maintenance Worker II-F64	11/3;21-22/27/2023
Longines	Carmen	Child Nutr Mgr-Elementary-D38	11/13/2023
Lopez	Maria	Child Nutr Mgr-Elementary-D38	11/8;30/2023
Malach	Phuong-Lan	Child Nutr Assist III-D61	11/6-9/2023

Mendez-Olague	Herlinda	Child Nutr Mgr-Elementary-D38	11/3;6-8/2023
Perez	Leonard	Grounds Maintenance Worker II-F64	11/17;20/2023
Robles	Arthur	Head Custodian I-F38	11/28/2023
Roche	Christopher	Head Custodian II-F37	11/3;9;13-17;20-21/2023
Savard	Linda	Paraeducator II-E68	11/27-28/2023
Slamkowski	Mary	Child Nutr Mgr-Elementary-D38	11/8-9;13-17/2023
Thayer	Rick	Grounds Maintenance Worker II-F64	10/24;27/2023
Woertink	Rebecca	School Adm. Assistant I-B37	11/8/2023
Kirby	Roman	Grounds Maintenance Worker II-F64	10/19;20;23/2023
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	10/2;9/2023
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	9/11-12;20-21/2023