

OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

Mr. Ernest Morrison, Chair
Mr. Paul Robinson, Vice Chair
Mr. Edward M. Castillo, Member

AGENDA REGULAR MEETING Thursday, January 12, 2023

4:30 p.m. Regular Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR (HYBRID) MEETING - VIA ZOOM

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Section A: ORDER OF BUSINESS

- A.1 Call Meeting To Order**
- A.2 Roll Call**
- A.3 Adoption of the Agenda**
- A.4 Approval of Minutes December 08, 2022 (pages 4-9)**

Section B: COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

Section C: ACTION ITEMS

- C.1 Advanced Step Placement for Marc Gilpin, Grounds Manager (page 10)**
The Personnel Commission will ratify the advanced step placement for Marc Gilpin, Grounds Manager at Step 2 pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.2 Interim Director, Classified Human Resources**
The Personnel Commission will determine use of and potential selection of a Interim Director, Classified Human Resources
- C.3 Director, Classified Human Resources Recruitment**
The Personnel Commission will provide direction of the recruitment process and time frame.
- C.4 Eligibility Lists (pages 11-15)**
The Personnel Commission will review certification of eligibility lists.

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

- D.1 Personnel Actions (pages 16-17)**
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.
- D.2 Director's Report**
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
- D.3 Senior Human Resources Analyst recruitment update**
The Personnel Commission will receive a recruitment status update for the Senior Human Resources Analyst position.

D.4 Report by CSEA

CSEA may report on Human Resources issues of interest to the District.

D.5 Report by Assistant Superintendent, Human Resources

The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.

D.6 Report by Commissioners

The Commissioners will report on issues concerning Commission administration.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

Section F: CLOSED SESSION

The Personnel Commission will convene to closed session for the following items:

F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:

- **Public Employment: Interim Director, Classified Human Resources**

F.2 Reconvene to open session and report out of closed session.

The Commission will report on any action taken in closed session.

Section G: ADJOURNMENT

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PERSONNEL COMMISSION MEMBERS

Mr. Ernest Morrison, Chair
Mr. Paul Robinson, Vice Chair
Mr. Edward M. Castillo, Member

MINUTES REGULAR MEETING Thursday, December 8, 2022

4:30 p.m. Regular Meeting
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

REGULAR (HYBRID) MEETING - VIA ZOOM

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Section A: ORDER OF BUSINESS

A.1 Call Meeting To Order

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, December 08, 2022, Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:41 p.m.

A.2 Roll Call

Ernest Morrison, Chair of the Personnel Commission; Paul Robinson, Vice Chair of the Personnel Commission; Edward M. Castillo, Member of the Personnel Commission Shristie N. Torres, Director Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant

Guests: Dr. Natalia Torres, Assistant Superintendent; Dr. Scott Carroll, Director, Certificated Human Resources; Anna Thomas, Director, Curriculum, Instruction and Accountability; Dana Miller, Director, Facilities; Ilene Poland, CSEA President; Pamela Ibarra Diaz, CSEA Clerical Representative; Veronica Rauschenberger, Director, Rio School District, School and Systems Improvement; Rebecca Rocha, Director, Rio School District, Human Resources; Thomas Kranzler, Interim Chief Information Officer; Marcos Lopez, Senior Manager, Maintenance and Operations; Mayra Magana, Human Resources Manager; Raymond Ibay, Information Technology Services Technician; Paul Godeck, Electrician; Victoria Saadati, Classified Human Resources Technician; Michelle Duckett, Human Resources Specialist Classified Personnel, Rio School District; Erica Pizano, Human Resources Credential/Data Specialist, Rio School District; Pamela Gonzalez, Human Resources Assistant, Rio School District; Jane Guynn, Human Resources Assistant.

A.3 Adoption of the Agenda

The agenda of Thursday, December 08, 2022, was adopted as presented.

Mover: Edward M Castillo

Seconder: Ernest Morrison

Moved To: Adopt

Ayes: 3 - Paul Robinson, Edward M Castillo, Ernest Morrison

Motion Result: Passed

A.4 Approval of Minutes November 10, 2022 (pages 4-8)

The minutes of November 10, 2022, were approved as presented.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given.

Section C: ACTION ITEMS

C.1 Appointment of Joint Commissioner (page 9)

The Personnel Commission took action to reappoint Commissioner Paul Robinson as presented.

Mover: Edward M Castillo

Second: Ernest Morrison

Moved To: Appoint

Ayes: 2 - Edward M Castillo, Ernest Morrison

Abstain: 1 - Paul Robinson

Motion Result: Passed

C.2 Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 (page 10)

The Personnel Commission took action to approve the rotation of chair as presented.

Mover: Paul Robinson

Second: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.3 Advanced Step Placement for Paul Godeck, Electrician (page 11)

The Personnel Commission took action to approve the advanced step placement for Paul Godeck, Electrician at Step B, Range 24 of the CSEA/OSD Classified Salary Schedule.

Mover: Paul Robinson

Second: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.4 After School Program Coordinator (page 12-15)

The Personnel Commission took action to approve the new classification of After School

Program Site Coordinator as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.5 Application Support Specialist (page 16-19)

Commissioner Castillo was absent during this item due to technical difficulties.

The Personnel Commission took action to approve the new classification of Application Support Specialist as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

C.6 Meeting Calendar for 2023 (page 20-21)

The Personnel Commission approved the Personnel Commission Meeting Calendar for 2023 as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

C.7 Eligibility Lists (pages 22-32)

The eligibility lists of Assistant Superintendent of Business & Fiscal Services, Child Nutrition Worker, Electrician, Paraeducator General Education, Warehouse Manager, Transportation Driver, Maintenance Manager, Grounds Maintenance Specialist, Grounds Manager, and District Translator were approved as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Edward M Castillo, Ernest Morrison, Paul Robinson

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Actions (pages 33-36)

The Personnel Commission reviewed the Personnel Actions of November 10th, 2022.

D.2 Director's Report

Mrs. Torres gave an update on current recruitments and summarized the commission's staff activities as of the last Commission meeting.

D.3 Report by CSEA

Ms. Poland reported that CSEA and the District are finalizing negotiations for the 21-22 school year. She also reported that the CSEA are preparing for 22-23 school year negotiations and gave an update to the OEA president regarding vacancies.

D.4 Report by Assistant Superintendent, Human Resources

Dr. Torres gave background regarding her position and was welcomed in by the Personnel Commission.

D.5 Report by Commissioners

Commissioner Robinson reported all commissioners are attending CSPCA conference in January. Commissioner Castillo expressed need of Table of Contents for the EMS Job Descriptions Binder.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section F: CLOSED SESSION

The Commission convened into closed session at 5:58 p.m.

F.1 Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:

F.2 Reconvene to open session and report out of closed session.

The Commission reconvened at 6:12 p.m and reported no action was taken in closed session.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 6:13 p.m.

Shristie N. Torres
Director Classified Human Resources and
Secretary to the Personnel Commission

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Regular
Meeting of December 8, 2022.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: January 12, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Marc Gilpin, Grounds Manager

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Facilities department for the Grounds Manager position. Mr. Marc Gilpin was selected for the position by the hiring authority, the start date is January 30, 2023. Mr. Gilpin is being recommended to start at Step 2 of the Grounds Manager classification on the Classified Management salary schedule based on the following:

- Experience – Approximately 15 years' experience in school grounds management.

Experience as the Grounds Manager at Fresno Pacific University from November 2007 to present.

- Additional skills or qualifications – Mr. Gilpin has more years of experience and higher-level experience than what is needed for this position and can lead a grounds department.
- This would also be considered a hard to fill recruitment.

The minimum qualification for the Grounds Manager position are:

- Education - Graduation from high school or equivalency. Specialized training in industrial and landscape maintenance, irrigation systems, horticulture, or a closely related field is desirable.
- Experience - Five years of grounds maintenance experience which includes experience performing or overseeing all of the following: grounds landscaping and maintenance, irrigation systems, and landscape construction and installation. At least two years of the aforementioned experience must have been in a supervisory or lead capacity.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Marc Gilpin, Grounds Manager at Step 2 of the Grounds Manager classification on the Classified Management Salary Schedule.



Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No.:
 22-23:66; 22-23:38;
 21-22:179; 21-22:134;
 21-22:100
 Established: 12/09/22

Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
New List: 22-23:66; 22-23:38; 21-22:179; 21-22:134		
1	Gonzalez, Gabriela	12/9/2023
2	Magana Melgoza, Flor	6/22/2023
3	Gatica, Sayda Y.	10/6/2023
4	Sosa, Samantha	12/9/2023
5	Carey, John E.	10/6/2023
5	Severiano, Adalilia	10/6/2023
5	Soria, Roxanne	4/5/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No.: 22-23:76; 22-23:33

Director's Certification:

Established: 12/29/2022



Risk Management Specialist

Rank	Name	Expiration Date
1	Felix, Xenia	9/23/2023
2	Ventura, Roxie	12/29/2023
3	Rushmere, Blake	12/29/2023
4	Balderrama, Deanna	9/23/2023
5	Bustos, Andrea	12/29/2023
6	Hernandez, Esmeralda	12/29/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. : 22-23:74; 22-23:60

Director's Certification:

22-23:14

Established: 12/29/2022



Grounds Manager

Rank	Name	Expiration Date
1	Gilpin, Mark A.	11/30/2023
2	Romero, Cruz	12/29/2023
3	Lopez, Mark Anthony	9/7/2023
4	Rodriguez Jr., David	11/30/2023
5	Rex, Andrew J	9/7/2023
6	Lopez Del Castillo, Jesus A.	9/7/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. 22-23:78

Director's Certification:

Established: 1/4/2023



Accounting Specialist III

Rank	Name	Expiration Date
1	Sampson, Michelle D.	1/4/2024
2	Perez, Guadalupe	1/4/2024
3	Chávez Jr. Daniel	1/4/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No.:
22-23:77; 21-22:180; 21-22:114

Director's Certification:

Established: 01/04/2023

Accounting Specialist IV

Rank	Name	Expiration Date
1	Rocha, Robert	6/14/2023
2	Davis, Amy L.	6/14/2023
3	Sampson, Michelle	1/4/2024
4	Marin, Gabriel	2/25/2023
5	Guerrero, Tiffany	6/14/2023
6	Guerrero, Gabriella Rose	1/4/2024
7	Chávez Jr., Daniel	1/4/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

New Hires

Albert, Ann M.	Campus Assistant, Position #3043 Rose Avenue 4.0 hrs./180 days	11/09/2022
Blake, Karen R.	Paraeducator-Special Education, Position #8015 McAuliffe 5.75 hrs./183 days	11/08/2022
Esparza, Valerie I.	Paraeducator-General Ed, Position #7844 Pupil Services 5.75 hrs./183 days	11/28/2022
Hernandez, Neftali J.	School Office Manager, Position #1820 Marshall 8 hrs./215 days	12/14/2022
Herrera, Susan A.	Campus Assistant, Position #7349 Chavez 5.0 hrs./180 days	11/17/2022
Lopez-Rivera, Fabian A.	Administrative Assistant, Position #11367 Human Resources-Classified 8.0 hrs./246 days	11/28/2022
Melendez, Jean.	Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days	11/17/2022
McDonough, Astrid.	Paraeducator-General Ed. Position #7280 Lopez 5.75 hrs./183 days	01/09/2023
Moreno, Marlenne A.	Paraeducator-Special Education. Position #9776 San Miguel 5.75 hrs./183 days	11/08/2022
Reyes, Angel E.	Paraeducator-Special Education, Position #6717 Lopez 5.75 hrs./183 days	11/07/2022

Limited Term/Substitutes

Lopez, Daisy	Paraeducator (substitute)	11/08/2022
Guerrero, Tiffany	Clerical (substitute)	11/02/2022
Morales, Alejandra.	Clerical (substitute)	10/01/2022
Mckeown-Skidmore, Jessica	Paraeducator (substitute)	10/26/2022

Exempt

Escalera, Karina	Avid Tutor	11/18/2022
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Re-Employment

Pelayo, Adriana	Intermediate School Secretary, Position #6243 Kamala 8.0 hrs./192 days	11/15/2022
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Promotions

Faulk, Jessica E.	Paraeducator-General Education, Position #11305 Lemonwood 6.0 hrs./183 days Campus Assistant, Position #2966 Chavez 5.0 hrs./180 days	12/12/2022
Rodriguez Gaytan, Edmundo	Child Nutrition Cafeteria Coordinator, Position #375 McKinna 8.0 hrs./189 days Child Nutrition Worker, Position #6412 Chavez 5.5 hrs./185 days	11/28/2022

Transfers

Chavez, Nina.	Campus Assistant, Position #6660 Curren 5.75 hrs./180 days Campus Assistant, Position #3043 Sierra Linda 4.0 hrs./180 days	12/05/2022
Escamilla, Jeanette	Child Nutrition Worker-Itinerant, Position #186 Itinerant/Driffill 5.5 hrs./185 days Child Nutrition Worker, Position #2892 Brekke 5.0 hrs./185 days	11/28/2022
Esparza, Lucia.	Campus Assistant, Position #3036 Ritchen 5.0 hrs./180 days Campus Assistant, Position #10559 Ritchen 5.0 hrs./180 days	11/14/2022
Granados Ramos, Adalberto	Child Nutrition Worker, Position #2020 Itinerant/Marshall 5.0 hrs./185 days Child Nutrition Worker, Position #6410 McKinna 5.0 hrs./185 days	11/28/2022
Serratos, Juan	Custodian, Position #344 Curren 8.0 hrs./246 days Custodian, Position #10468 Custodial Services 8.0 hrs./246 days	01/03/2023

Terminations

10816	Paraeducator II, Position #2403 Special Education 5.75 hrs./183 days	10/20/2022
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Release From Probation

5431	Custodian, Position #10466 Custodial Services 8.0 hrs./ 246 days	11/14/2022
11643	Paraeducator-Special Education, Position #616 Harrington 5.75 hrs./183 days	10/13/2022

Resignations

Garcia Lopez, Maria D	Paraeducator-General Education, Position #11305 Lemonwood 6.0 hrs./183 days	11/18/2022
Contreras, Janet	Paraeducator-General Education, Position #9808 Curren 4.17 hrs./183 days	12/16/2022
Martinez, Mayra A.	Paraeducator II, Position #9306 Lemonwood 5.75 hrs./183 days	08/26/2022

Retirement

Brown, Yvonne C.	Child Nutrition Cafeteria Coordinator, Position #2137 Kamala 8.0 hrs./189 days	12/30/2022
Calix, Hector M.	Custodian, Position #300 Rose Ave. 8.0 hrs./246 days	12/30/2022