

# 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, March 9, 2023**

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

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **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 February 9, 2023 and February 22, 2023 (pages 4-13)**

## **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 Eligibility Lists (pages 14-25)**

The Personnel Commission will review certification of eligibility lists.

### **C.2 After School Program Site Coordinator (page 26-29)**

The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.

### **C.3 Title Change and Salary Placement -Director of Finance (page 30-33)**

The Personnel Commission will consider the establishment of the new title change, and salary placement.

## **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 (page 34)**

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 Report by CSEA**

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

### **D.3 Report by Assistant Superintendent, Human Resources**

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

### **D.4 Director's Report**

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

**D.5 Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**D.6 Proposed Job Classification Title Changes (Pages 35-37)**

**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 Employee Evaluation: Interim Director, Classified Human Resources.
- Public Employee Appointment: Director, Classified Human Resources.
- Hiring an HR Consultant.

**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, February 9, 2023

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

**REGULAR (HYBRID) MEETING - VIA ZOOM**

To watch and provide public comment, join from a PC, Mac, iPad, iPhone, or Android device:  
Please click this URL to join. <https://pczoom.oxnardsd.org>

Or join by phone:  
Dial (for higher quality, dial a number based on your current location)  
US: +1 669 444 9171  
Webinar ID: 834 4432 6172

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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, February 9, 2023, Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:31 p.m.

### **A.2 Roll Call**

Commissioners: Ernest Morrison, Chair of the Personnel Commission  
Paul Robinson, Vice Chair of the Personnel Commission

Staff: Dr. Lin, Interim Director Classified Human Resources  
Tanya Ventura, Human Resources Analyst  
Fabian Lopez-Rivera, Administrative Assistant

Guests: Ilene Poland, CSEA President; Dr. Scott Carroll, Certificated Human Resources; Mary Crandall, Director of Finance; Chris Crump, CSEA Labor Relations Representative; Pamela Ibarra Diaz, CSEA Clerical Representative; Gricet Renteria, CSEA Union Representative; Maricela Magallanes, Attendance Accounting Technician; Carol Ultreras, Attendance Accounting Technician; Gabriella Guerrero, Accounting Specialist IV; Randolph Ramirez, Health Care Technician; Esmeralda Hernandez, Human Resources Technician

### **A.3 Adoption of the Agenda**

The agenda of Thursday, February 9, 2023, was adopted as presented

Mover: Ernest Morrison  
Secunder: Paul Robinson  
Moved To: Adopt  
Ayes: 2 - Ernest Morrison, Paul Robinson  
Absent: 1 - Edward M Castillo  
Motion Result: Passed

### **A.4 Approval of Minutes January 12, 2023 (pages 4-8)**

The minutes of January 12, 2023, were approved with the amendment to update the position title for item D.5.

Mover: Paul Robinson  
Secunder: Ernest Morrison  
Moved To: Approve as Amended  
Ayes: 2 - Ernest Morrison, Paul Robinson  
Absent: 1 - Edward M Castillo  
Motion Result: Passed

## **Section B: COMMENTS BY THE PUBLIC**

Ms. Magallanes shared her concerns regarding her job description and job duties.

CSEA Labor Rep Crump supported Ms. Ultreras.

Ms. Ultreras shared her warm sentiments of the school and the students.

Ms. Poland asked to have a CSEA member present on the selection panel for the Director of Classified Human Resources.

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Gabriella Guerrero, Accounting Specialist IV (page 9)**

The Personnel Commission took action to approve the advanced step placement for Gabriella Guerrero, Accounting Specialist IV at Step B of the CSEA/OSD Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

### **C.2 Advanced Step Placement for Randolph Ramirez, Health Care Technician (page 10)**

The Personnel Commission took action to approve the advanced step placement for Randolph Ramirez, Health Care Technician at Step E of the CSEA/OSD Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

### **C.3 2023 California Minimum Wage & It's Impact On Classified Salary Schedule (page 11-14)**

The Personnel Commission took action to accept the proposal as presented.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Accept

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**C.4 Eligibility Lists (pages 15-19)**

The Personnel Commission took action to approve the eligibility lists of Maintenance Manager, Language Assessment Technician (Spanish Bilingual), Paraeducator- Special Education, District Office Receptionist (Spanish Bilingual Required), and Maintenance Worker II.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

**Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

**D.1 Personnel Actions (page 20)**

The Personnel Commission reviewed the Personnel Actions of February 1st, 2023.

**D.2 Report by CSEA**

Ms. Poland shared from CSEA's site visits that attendance issues are rising.

**D.3 Report by Assistant Superintendent, Human Resources**

Dr. Carroll shared promising news regarding developments pertaining Human Resources being discussed at the District Leadership Team Meeting.

**D.4 Director's Report**

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

Interim Director of Classified Human Resources voiced concern over scheduling of District Leadership Meeting that was in conflict of overlapping with Personnel Commission meeting.

**D.5 Report by Commissioners**

Mr. Morrison and Mr. Robinson reported on the enlightening experience they had attending the 2023 CSPCA Conference in Long Beach.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

No comments were given.

**Section F: CLOSED SESSION**

The Commission convened into closed session at 5:47 p.m.

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

- Public Employee Appointment: Director, Classified Human Resources.
- Public Employee Discipline/Release/Reassignment.
- Hiring an HR Consultant.

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

The Commission reconvened at 6:46 p.m into open session and reported no action was taken in closed session.

**Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 6:46 p.m.

Mover: Paul Robinson

Secunder: Ernest Morrison

Moved To: Adjourn

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed



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TR Lin  
Interim 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 February 9, 2023.

Signed:

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Chair of the Personnel Commission

# OXNARD SCHOOL DISTRICT

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**THE PERSONNEL COMMISSION**  
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**PERSONNEL COMMISSION MEMBERS**

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

**MINUTES**  
**SPECIAL MEETING**  
**Wednesday, February 22, 2023**

**4:30 p.m. Special Meeting**  
**Portable 403 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**SPECIAL (HYBRID) MEETING - VIA ZOOM**

**To watch and provide public comment, join from a PC, Mac, iPad, iPhone, or Android device:**  
Please click this URL to join. <https://pczoom.oxnardsd.org>

**Or join by phone:**  
Dial (for higher quality, dial a number based on your current location)  
US: +1 669 444 9171  
Webinar ID: 834 4432 6172

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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 special meeting on Wednesday, February 22, 2023, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:30 p.m.

**A.2 Roll Call**

Commissioners:

Ernest Morrison, Chair of the Personnel Commission  
Paul Robinson, Vice Chair of the Personnel Commission  
Edward M. Castillo, Member of the Personnel Commission

Staff:

Dr. Lin, Interim Director Classified Human Resources  
Tanya Ventura, Human Resources Analyst  
Fabian Lopez-Rivera, Administrative Assistant

Guests:

Ilene Poland, CSEA President; Dr. Natalia Torres, Assistant Superintendent Human Resources; Dr. Scott Carroll, Certificated Human Resources; Nitasha Sawhney, Legal Counsel ; Chris Crump, CSEA Labor Relations Representative; Carol Ultreras, Attendance Accounting Technician.

**A.3 Adoption of the Agenda**

The agenda of Wednesday, February 22, 2023 was adopted 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 B: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

No comments were given.

**Section C: CLOSED SESSION**

The Commission convened into closed session at 4:41 p.m.

**C.1 Pursuant to Section 54957 of the Government Code, the Personnel Commission will**

**consider a personnel matter concerning:**

**C.2 Reconvene to open session and report out of closed session.**

The Personnel Commission reconvened to Open Session at 5:58 p.m and reported on the action taken. The Commission moved to uphold the recommendation of the hearing officer to uphold the decision of the Oxnard School District Governing Board concerning the Public Employee Discipline/ Dismissal/ Release/ Reassignment of Employee 1707.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Continue

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

Motion Result: Passed

**Section D: ADJOURNMENT**

There being no further business, the Commission adjourned at 6:00 p.m.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Adjourn

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

Motion Result: Passed

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TR Lin  
Interim 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 Special Meeting of  
February 22, 2023.

Signed:

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Chair of the Personnel Commission

Recruitment Type: Dual Certification

Eligibility List No. 22-23:93

Director's Certification:

Established: 2/7/2023



### Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	52634182	2/7/2023
2	52428200	2/7/2023
2	37287027	2/7/2023
3	49944225	2/7/2023
4	20807902	2/7/2023
5	52455928	2/7/2023
6	50254059	2/7/2023
7	52428232	2/7/2023
8	49237381	2/7/2023
9	39887298	2/7/2023

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

Director's Certification:

Eligibility List No.  
 22-23:97; 22-23:17;  
 21-22:165; 21-22:115  
 Established: 2/27/2023

## Custodian

Rank	Candidate ID:	Expiration Date
1	47624879	2/27/2024
2	26275966	2/27/2024
3	48333771	9/22/2023
4	5453253	2/27/2024
4	33545468	2/27/2024
5	47661203	2/27/2024
6	46920730	2/27/2024
7	32987807	2/27/2024
8	47104792	9/22/2023
9	38687679	2/27/2024
10	52450310	2/27/2024
10	171548	2/27/2024
10	43002452	2/27/2024
11	7895642	9/22/2023
11	18399391	9/22/2023
12	52785023	2/27/2024
12	52434505	2/27/2024
13	49425207	5/19/2023
14	50813995	9/22/2023

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**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

14	48736211	2/27/2024
15	50719352	9/22/2023
15	52775927	2/27/2024
15	49046865	3/15/2023
16	25281400	5/19/2023
16	49091471	3/15/2023
17	50900198	9/22/2023

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

Director's Certification:

Eligibility List No.:  
 22-23:98; 22-23:54; 22-23:37; 22-23:16;  
 21-22:199; 21-22:157; 21-22:101  
 Established: 02/01/2023

## Health Care Technician

Rank	Candidate ID	Expiration Date
Previous List: 21-22:101		
1	48843705	2/10/2023
New List:22-23:98; 22-23:54; 22-23:37; 22-23:16; 21-22:199; 21-22:1		
1	51149733	9/14/2023
1	9461690	9/14/2023
1	45630384	6/21/2023
1	42299917	10/25/2023
1	50210373	6/21/2023
1	29417797	8/23/2023
1	4471988	2/1/2024
1	31903216	4/13/2023
2	49544284	4/13/2023

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.: 22-23:91  
22-23:30; 21-22:206

Director's Certification:

Established: 02/15/2023

### Office Assistant II (Bilingual)

Rank	Candidate ID	Expiration Date
1	33001165	9/27/2023
2	50101554	2/15/2023
3	9719668	9/27/2023
3	52383421	2/15/2023
4	44570186	2/15/2023
4	50041788	2/15/2023
5	52471101	2/15/2023
5	38809866	9/27/2023
6	48182934	8/4/2023

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

Director's Certification:



Eligibility List No.:  
 22-23:103; 22-23:92;  
 22-23:81; 22-23:38;  
 21-22:179; 21-22:134;  
 Established: 02/27/23

### Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	42518019	2/2/2024
1	40876463	1/11/2024
2	36891385	1/11/2024
3	30430720	2/27/2024
4	49877440	6/22/2023
5	38708862	2/27/2024
6	23694202	10/6/2023
7	43764396	2/27/2024
8	27897491	10/6/2023
8	29790649	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. 22-23:101;

Director's Certification:

22-23:42; 22-23:21

Established: 2/23/2023



## Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	35706023	9/26/2023
1	50996538	9/1/2023
1	52937425	2/23/2024

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. : 22-23:107

Director's Certification:

Established: 02/28/2023



### Attendance Accounting Specialist I (B)

Rank	Candidate ID	Expiration Date
1	39678962	2/28/2024
2	45298654	2/28/2024
2	20837253	2/28/2024
3	39333614	2/28/2024
4	648066	2/28/2024
5	33432536	2/28/2024
6	37341242	2/28/2024
7	52651920	2/28/2024

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.: 22-23:110; 21-22:163

Director's Certification:

Established: 03/02/23



## HVAC Tech

Rank	Candidate ID	Expiration Date
1	33277502	3/2/2024
2	4436075	5/5/2023

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

Director's Certification:



Eligibility List No.  
22-23:96; 22-23:32  
Established: 2/15/2023

### Campus Assistant

Rank	Candidate ID	Expiration Date
1	52387091	2/13/2024
1	52616958	2/13/2024
1	52768363	2/13/2024
1	41162989	2/13/2024
1	33277068	2/13/2024
2	52562336	2/13/2024
2	52757214	2/13/2024
2	48178883	2/13/2024
2	46689771	2/13/2024
2	52734511	2/13/2024
3	52716301	2/13/2024
3	52323492	2/13/2024
4	35269124	2/13/2024
4	50921011	9/26/2023
4	11882387	9/26/2023
4	50915644	9/26/2023
5	52653224	2/13/2024
5	29570197	9/26/2023
5	49901624	9/26/2023

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.

**OXNARD SCHOOL DISTRICT****PERSONNEL COMMISSION**

5	50993209	9/26/2023
6	34794551	9/26/2023
6	52688525	2/13/2024
6	52761423	2/13/2024
6	50992934	9/26/2023

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.

22-23:106; 22-23:78

Director's Certification:

Established: 02/27/2023

## Accounting Specialist III

Rank	Candidate ID	Expiration Date
1	22960119	2/27/2024
2	16171139	1/4/2024
3	15418857	1/4/2024
3	285746	2/27/2024

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** March 09, 2023

**Agenda Section:** Section C: Action Items

### **After School Program Site Coordinator**

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This item was previously reviewed and acted upon on December 8, 2022, with the current job description format. Staff reviewed and converted it to the newly proposed format, discussed with management, made minor updates, and reconfirmed the 2023 market analysis. There is an urgent need to open the recruitment immediately.

The Director of Enrichment and Special Programs requested a new job classification to support the District's After School Program.

The After School Program Site Coordinator job classification is being created to plan, organize, and direct the operation and administration of a specific site-based after school program designed to provide all students with a variety of activities and services. The After School Program Site Coordinator is responsible for the day-to-day operations of the After School Program and coordinates program activities related to the school day.

Based on internal equity and comparison with the market, this job classification is being allocated to range 22 on the CSEA/OSD Classified Salary Schedule, in between Family Liaison (range 21.5) and Special Education Service Coordinator (range 22.5) within the current job family Community Relations.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the new job classification of After School Program Site Coordinator at salary range 22 on the CSEA/OSD Classified Salary Schedule.

### **ADDITIONAL MATERIALS:**

**Attached:** [After School Program Site Coordinator.pdf](#)



## **After School Program Site Coordinator**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **Purpose Statement**

The job of After School Program Site Coordinator is done for the purpose/s of overseeing the delivery of a broad range of programs within designated school areas that include Academic and Curricular Programs; Sports, Fitness, and Recreation; The Arts; Character & Leadership Development; Career & Education Development; and Health & Life Skills; also planning, developing and oversees the day-to-day operations of the after school program and enrichment activities and coordinating program activities related to the school day; and performing a variety of other duties relative to assigned area of responsibility.

This job reports to the Site Administrator, Director, Enrichment & Special Programs, or designee.

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### **Essential Functions**

- Communicates and responds to inquiries of other school personnel, parents and community for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.
- Communicates with a variety of District personnel and departments regarding budgeting, purchase orders and other issues; recommends budget expenditures for the purpose of addressing budget, equipment and supply needs required to implement the after school program and enrichment activities.
- Conducts and participates in meetings, workshops, staff training sessions, and seminars (e.g. site management team, special area units, district curriculum, etc.) for the purpose of gathering information and affecting the development, planning, coordination and implementation of site enrichment programs.
- Identifies, secures, and orders program needs (e.g. equipment, instructional materials and equipment, budget, etc.) for the purpose of operating the program and enhance the after school program and enrichment activities.
- Monitors and maintains inventory of After School Program and enrichment activities materials, equipment and supplies for the purpose of identifying required items to provide support to instruction in accordance with established curriculum.
- Monitors enrollment and attendance (e.g. maintaining attendance records, contacting parents, preparing reports, etc.) for the purpose of adhering to After School Program attendance policies and guidelines.
- Organizes and coordinates enrichment programs and activities outside normal classroom activities to strengthen local youth enrichment, learning and services opportunity for the purpose of creating neighborhood resilience and reducing drug use, violence, and improving physical health and safety for students.
- Plans, organizes, and directs the operation and administration of a specific site-based after school program designed to provide all students with a variety of activities and services for the purpose of increasing the number of students meeting or exceeding academic standards.
- Prepares and maintains a variety of reports and written materials (e.g. guides, bulletins, manuals, benchmark objectives, supply orders, equipment inventory, etc.) for the purpose of distributing, documenting activities and ensuring compliance with established guidelines.

- Promotes student achievement through coordination of the program, and leads student activities, enrichment and homework support when needed for the purpose of meeting the goals of after school program.
- Serves as a liaison, among community and social agencies, site administrator and grade level or special area staff, by providing information, feedback, program data and assistance for the purpose of enhancing efficient communications among all parties, and the the planning, development and implementation of public and community relations.

### **Other Functions**

- For positions with bilingual designations, performs the essential job functions utilizing bilingual skills, translates verbal and written communication(s) and attends various meetings to translate and interprets for the purpose of assisting the public, students, teachers, and parents in communicating and assuring smooth and efficient operations as needed.
- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the assigned work site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent laws, codes, policies, and/or regulations; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and overseeing financial transactions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; equipment used in activity/program; knowledge of curriculum, instruction, and subjects of teaching assignments; computers and supporting word processing applications; principles and procedures of record keeping; principles and procedures of supervision and training of staff; English usage, grammar, spelling, punctuation and vocabulary; pertinent laws, codes, policies, and/or regulations; principles and practices of budget maintenance, and relevant professional standards and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: independently perform responsible duties in support of the assigned program; adapting to changing work priorities; communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; providing information and assistance

to parents, the general public and other staff members in a helpful, courteous and timely manner; communicate clearly and concisely, both orally and in writing; understand and follow oral and written directions; and prepare clear and concise reports.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge and abilities listed above. Typically, this would be gained through: An Associate degree with concentration on education or related area and two (2) years of increasingly responsible experience working with school aged children, families and community. Experience working in a lead capacity is highly preferred.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include: • Completed at least two (2) years of study at an institution of higher education OR • Obtained an associate's or higher degree (college level) OR • Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability  
CPR/First Aid Certificate

Continuing Educ./Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

3/9/2023

Salary Range

Classified 22

Working together to achieve the Oxnard School District vision for student success

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** March 09, 2023

**Agenda Section:** Section C: Action Items

### **Director of Finance**

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The current incumbent of Director of Finance Ms. Mary Crandall Plasencia, a longtime employee of Oxnard School District, plans to retire in April 2023. A new recruitment to replace her seat was open on February 7th, 2023. However, after extensive reaching out recruitment efforts, we have not received enough qualified candidates. Therefore, the recruitment has since been extended to March 16th. Staff considers this is a difficult position to recruit based on our current salary and the scarcity of financial fiscal professional expertise among surrounding public organizations.

Director of Finance is a critical management position in Business Services within Oxnard School District. The incumbent directs business programs and financial services in accounting, payroll, financing and budget control; plans and organizes the development and implementation of the District's accounting system; prepares the District budget to be presented to the Board; and provides fiscal and financial information and serving as a resource to others.

Staff researched and reviewed the job title and current duties with the district management and would like to suggest a new title Director of Fiscal Services to better reflect the duties assigned, and to also recommend a slight salary increase to meet the competitive labor market.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the newly revised job classification of Director of Fiscal Services (currently called Director of Finance Services), and also recommend its salary range be relocated from \$116,513-\$138,425 to the next salary step \$126,993-\$150,883) on the CSEA/OSD Classified Management Salary Schedule.

### **ADDITIONAL MATERIALS:**

**Attached:** [Director of Fiscal Services.pdf](#)



## **Director of Fiscal Services**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **Purpose Statement**

The job of Director of Fiscal Services is done for the purpose/s of directing business programs and financial services in accounting, payroll, financing and budget control; planning and organizing the development and implementation of the District's accounting system; preparing the District budget to be presented to the Board; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Assistant Superintendent, Business and Fiscal Services or Designee.

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### **Essential Functions**

- Analyzes a variety of financial information (e.g. budget variances, cost projections, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, maintain liaison with county officials for the coordination of accounting practices, etc.) for the purpose of providing information and general support.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues; ensuring compliance with organization policies and procedures; and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Directs financial services department operations; the maintenance of services; and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Directs and monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.

- Manages assigned program and/or departmental responsibilities for the purpose of achieving organizational objectives and ensuring compliance with legal, financial, and District requirements.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, etc.) for the purpose of documenting activities and issues; meeting compliance requirements; and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.

### **Other Functions**

- Performs reasonably related other job functions and tasks within the job classification as may be required for the purpose of supporting other personnel in the completion of their work activities and ensuring the efficient and effective functioning of the business department and the district.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; communication-oral and written; analyzing and determining course of action; preparing a variety of reports; and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; school budgeting, policies, and audit procedures; management skills; financial analysis and research methodology and procedures; principles of data processing; principles of supervision and training; concepts of grammar and punctuation; and principles of public and fund accounting and budgeting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related



equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 95% sitting, 5% walking, 0% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Any combination equivalent to: Graduation from an accredited college or university with a major in accounting, business management, or closely related discipline. Five (5) years of increasingly responsible professional accounting experience including at least two (2) years of supervisory experience, preferably inclusive of school district or governmental accounting experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Approval Date

3/9/2023

Salary Range

\$126,993-\$138,425-\$150,883

Working together to achieve the Oxnard School District vision for student success.

## CLASSIFIED PERSONNEL ACTIONS

**New Hires**

Feliciano, Justin M.	Custodian, Position #6448 Driffill 4.0 hrs./246 days	02/27/2023
Morales, Doraceli	Child Nutrition Worker, Position #129 Itinerant-Brekke 5.0 hrs./185 days	03/01/2023
Ortiz, Gabriela	Campus Assistant, Position #10163 Chavez 4.0 hrs./180 days	02/23/2023
Reyes, Michell	Campus Assistant, Position #11441 Driffill 5.75 hrs./180 days	02/23/2023

**Limited Term/Substitute**

Ayala, Daniel	Campus Assistant (substitute)	02/02/2023
Melgarejo, Carolina	Paraeducator (substitute)	02/23/2023
Sierra Flores, Eduardo	Paraeducator (substitute)	02/07/2023
Simentel, Jocelyn	Paraeducator (substitute)	02/08/2023
Villagomez, Celine	Campus Assistant (substitute)	02/22/2023
Yanez, Oscar	Campus Assistant (substitute)	02/08/2023

**Transfers**

Figueroa, Karina	Attendance Accounting Technician, Position #1837 Marshall 8.0 hrs./210 days	02/22/2023
	Attendance Accounting Technician, Position #634 Driffill 8.0 hrs./210 days	
Reyes, Nayeli T.	Attendance Accounting Technician, Position #634 Driffill 8.0 hrs./210 days	02/22/2023
	Attendance Accounting Technician, Position #1837 Marshall 8.0 hrs./210 days	

**Resignations**

Favela, Veronica	Health Assistant, Position #8437 Pupil Services 5.75 hrs./183 days	02/21/2023
Garcia Clark, Jazmin E.	Outreach Specialist, Position #2565 Fremont 8.0 hrs./180 days	03/01/2023
Ghuman, Breann N.	Paraeducator-Special Education, Position #10966 McAuliffe 5.75 hrs./183 days	02/09/2023
McDonough, Astrid J.	Paraeducator-General Education, Position #7280 Lopez 5.75 hrs./183 days	02/28/2023
Pina, Bobby S.	Registered Behavior Technician, Position #9253 Special Education 8.0 hrs./203 days	02/24/2023
Ruiz, Stephany	Paraeducator-Special Education, Position #1965 San Miguel 5.75 hrs./183 days	03/09/2023

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** TR Lin

**Date of Meeting:** March 09, 2023

**Agenda Section:** Section D: Reports/Other Information/Discussion Items

### **Proposed Job Classification Title Changes**

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In 2022, the School Board and Personnel Commission contracted with Educational Management Solutions (EMS) to conduct a Comprehensive Classification and Compensation Study with all certificated and classified positions. Currently, EMS is collecting and analyzing the new 2023 market data, and soon will be able to provide salary recommendations. The final report will be released after that.

On March 15th, EMS will be invited to make a presentation to the School Board regarding this year-long Comprehensive Classification and Compensation Study for all certificated and classified positions.

On April 13th, staff plans to also invite EMS to make a presentation to the Personnel Commission. Personnel Commission will then review and act on the recommendation of classification study results, including the job description revisions, merges, proposed title changes for some of the jobs, as well as a few reclassifications. Personnel Commission will also review the market data and internal alignment analysis and recommend to the School Board to adapt the salary study results.

Attached is a table with preliminary suggested title changes for some of the existing classification. They have been reviewed by both management, union leadership, and incumbents.

#### **RECOMMENDATION:**

Information only, no action is needed.

#### **ADDITIONAL MATERIALS:**

**Attached:** [Proposed Job Title Changes TR 030623.pdf](#)

## Classified Job Title Recommendations (Draft)

Current Job Title	Proposed Job Title
Accounting Specialist III	Accounting Specialist
Accounting Specialist IV	Senior Accounting Specialist
Adaptive Technology Specialist	Adaptive Technology Specialist, Visually Impaired
Administrative Assistant to the Director, Certificated Human Resources	Administrative Assistant - Human Resources
Attendance Accounting Specialist I	Student Attendance Specialist
Attendance Accounting Specialist II	Data and Attendance Support Specialist
Attendance Accounting Technician	Student Attendance/Record Technician
Chief Information Officer	Chief Technology Information Officer
Child Nutrition Worker	Cook - Assistant
Director of Finance	Director of Fiscal Services
District Enrollment Center Manager	Manager, District Enrollment Center
District Testing and Assessment Coordinator	Coordinator, District Testing and Assessment
District Textbook Coordinator	Coordinator, District textbook
District Translator	District Translator/Interpreter
Executive Assistant to the Asst. Supt of HR	Executive Assistant
Executive Assistant to the Asst. Supt of Ed Ser.	Executive Assistant
Executive Assistant to the Asst. Supt of Business Ser.	Executive Assistant
Executive Assistant to the Superintendent	Executive Assistant to the Superintendent & Board of Trustees
Facilities Materials Specialist	Facilities Logistics Specialist
Facilities Technician (Spanish Bilingual)	Facilities Office Technician (Spanish Bilingual)
Grounds Maintenance Worker I	Grounds Maintenance Worker
Grounds Manager	Grounds Services Manager
Health Care Technician	Licensed Vocational Nurse
Information Systems Data Technician	Data Support Technician
Information Technology Project Coordinator	Coordinator, Information Technology Projects
Instructional Assistant, RSP	Paraeducator - Special Education
Instructional Assistant, RSP (Spanish Bilingual)	Paraeducator - Special Education
Instructional Assistant, SH/B	Paraeducator - Special Education
Instructional Assistant, SHIM	Paraeducator - Special Education
Instructional Physical Handicapped Assistant	Paraeducator - Special Education
Intermediate School Secretary	School Secretary

Maintenance Manager	Maintenance Services Manager
Office Assistant II	Office Assistant
Office Assistant II (CNS)	Office Assistant - CNS (Bilingual)
Office Assistant III	Office Technician
Paraeducator II	Paraeducator - Special Education
Paraeducator III	Paraeducator - Special Education
Paraeducator-Special Education	Paraeducator - Special Education
Parent Support Liaison	District Parent and Family Support Liaison
Payroll Technician	Payroll Accounting Technician
Records Assistant	Records Mail Room Technician
Risk Manager	Risk and Benefits Manager
School Office Manager	Lead School Office Secretary
Senior Manager, Maintenance and Operation	Senior Manager, Maintenance and Operation Services
Site Technology Coordinator	Coordinator, Information Technology Support
Technology Services Technician	Information Technology Support Specialist