

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, April 13, 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 Educational Management Solutions (EMS) Study Session

Invited Zoom Presentation: Report on the Comprehensive Classification & Compensation study-Fred Corn, CEO of Educational Management Solutions (EMS). The presentation is for information only, no action will be taken.

A.5 Educational Management Solutions (EMS) Final Report (Page 5-41)

EMS had provided a written report on the comprehensive classifications and compensation study. This report is for information only, no action will be taken.

A.6 Approval of Minutes March 9, 2023 , March 30, 2023 and April 4, 2023. (Pages 42-55)

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 David Hubbard, Chief Information Officer (Page 56)

The Personnel Commission will ratify the advanced step placement for David Hubbard, Chief Information Officer at Step 2 of the Classified Management Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.2 Advanced Step Placement for Patricia Nunez, Director of Fiscal Services (Page 57)

The Personnel Commission will ratify the advanced step placement for Patricia Nunez, Director of Fiscal Services at Step 3 of the Classified Management Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.3 Advanced Step Placement for Grant Golden, HVAC Technician (Page 58)

The Personnel Commission will ratify the advanced step placement for Grant Golden, HVAC Technician at Step B of the CSEA Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.4 Advanced Step Placement for Maricela Amaro, Accounting Specialist III (Accounts Payable & Receivable) (Page 59)

The Personnel Commission will ratify the advanced step placement for Maricela Amaro, Accounting Specialist III at Step B of the CSEA Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

- C.5 New Classification Director of Communication and Public Engagement (Pages 60-63)**
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
- C.6 Approval of three job description revisions for Child Nutrition Services (Pages 64-73)**
The Personnel Commission will consider the establishment of the three newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.7 Approval of five job descriptions revisions for Fiscal Services (Pages 74-89)**
The Personnel Commission will consider the establishment of the five newly revised job classifications with title changes, while maintaining the current CSEA Salary Schedule.
- C.8 Approval of five job description revisions for Purchasing/Graphics/Warehouse (Pages 90-105)**
The Personnel Commission will consider the establishment of the five newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.9 Approval of six job description revisions for Technology Services (Pages 106-124)**
The Personnel Commission will consider the establishment of the three newly revised job classifications, while maintaining the current CSEA Salary Schedule.
- C.10 Reclassification Request – Facilities Technician (Pages 125-130)**
The Personnel Commission will consider the reclassification request.
- C.11 Reclassification Request – Technology Services Technician (Pages 131-134)**
The Personnel Commission will consider the reclassification request.
- C.12 Eligibility Lists (Pages 135-142)**
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 143-145)**
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 Public Hearing on Budget for Fiscal Year 2023-2024 (Pages 146-152)**
The Personnel Commission will review the proposed budget for Fiscal Year 2023-2024.
- 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.

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.
- Hiring an HR Consultant.
- Hiring of 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

Classification & Compensation Study



Oxnard School District
Changing the world! In school and beyond

The overall purpose of the Study was to review and analyze all current certificated and classified one hundred fifty (150) job classifications and develop strategies that would serve as a foundation for future decisions regarding sustainable certificated and classified classification plans and compensation practices.

SUMMARY OF STUDY AND RECOMMENDATIONS

- Review and update one hundred fifty (150) job descriptions created based on employee and supervisor input and formatted in a legally compliant manner
- Consolidate thirteen (13) job classifications into three (3) combined job classifications.
- Update forty-six (46) titles of job classifications as identified to provide a more appropriate description of job scope and to ensure a more uniform job title structure
- Adopt revised job classifications based on employee and supervisor feedback and then utilize a standardized process to perform annual reclassification reviews following proper Personnel Commission rules and procedures.
- Provide potential new hire wage placement wage structures based on internal equity and new 2022-2023 market data collected in early 2023.

STUDY METHODOLOGY

The Study used a process grounded in valid methodology, employment case law and inclusion of both employees performing the job classifications under analysis and other stakeholders to the process. The Study incorporated activities that were grouped into the following phases:

Project Planning – In collaboration with the District, organizational charts, lists of job classifications, incumbents within the classifications, job descriptions, etc. were gathered. This data, then, provided the resources for designing the scope and critical activities of the Study to achieve the District’s objectives.

Job Analysis - Development of job data from input of current employees and their supervisors. The information collected was used to determine the functions and job prerequisites of each job and to identify the essential functions of each of the studied classifications in accordance with the Americans with Disabilities Act (ADA) and *related* guidelines of the Equal Employment Opportunity Commission (EEOC). The data also was used for determination of classifications exempt for overtime pay in accordance with the Fair Labor Standards Act (FLSA).

Review of Compensation Practices - This phase included an analysis of the wage structure that applies to the analyzed job classifications. This activity is designed to identify any inconsistencies in the structure of the schedule, as well as the feasibility of using the current schedule in addressing recommendations that may result from the Study’s findings. The analysis also provided a foundation for comparison to the structure and wage administrative practices to the market source employers.

Job Valuation - This process, commonly referred to as *Internal Equity Analysis*, provides a defensible basis to determine the relative relationships between the studied classifications

and identify those job classifications that might be misaligned about their placement within the current wage structure. The analyses involved application of a proprietary multi-level factor Job Evaluation System designed specifically for the field of education and conforming to the principles of the Equal Pay Act of 1963 and subsequent regulatory actions and court decisions regarding pay equity.

Market Analysis - A sample of job classifications that were identified as *benchmark jobs*. These were determined to be representative of the internal equity peer grouping with each occupational sub family of classifications. Selected market sources were surveyed for gathering data on the wage and related compensation of jobs that match the role and functions of the identified benchmarks that would provide an indication of the level of competitiveness of the District's compensation structure. information from each of the market sources on Health & Leave Benefits, Wage Structures and Compensation Practices.

Findings and Recommendations - Based on the above processes, data was gathered that provided the basis for development of findings and corresponding recommendations.

Implementation Strategies - A process has been outlined that identifies steps that will be required to fully implement the Study's recommendations.

FINDINGS & RECOMMENDATIONS

Educational Management Solutions (EMS) and Oxnard School District (District) worked jointly to assure acceptance of the process as one that reflected fairness. The following sections of this report provide the findings and resultant recommendations developed from the activities summarized above.

JOB ANALYSIS: This phase identified the functions and prerequisite requirements of each of the studied job classifications. The gathered data was used as the basis for the development of up-to-date job descriptions and served as the basis of recommendations for new job titles and/or consolidation of existing titles. The job analysis process included the following steps:

Employee Focus Group Interviews - Groups of incumbents, representative of each of the job classifications, met with EMS Job Analysts in a combination of thirty-three (33) structured focus groups and additional one-on-one interviews. This provided an opportunity for more than 190 employees to discuss their respective roles, the scope of job responsibilities, and related job prerequisites levels of complexity, responsibility, skill, knowledge, working conditions, and prior job-related experience required to perform the job successfully.

Supervisor Validation of Information - The information provided by the incumbents through the above process provided an initial Job Analysis for each classification. These were reviewed with the participants' immediate supervisors for validation and additional feedback. This activity also included identifying the certificates, licenses, clearances, and testing associated with each job classification.

Review of Job Title Hierarchy - Current job classifications were identified within specific occupational groups or *job families* (e.g., administrative, curriculum and instruction, etc.) and related subfamilies (e.g., administrative support, financial support, technology support, etc.) based on similar organizational roles and areas of expertise. This provides information on the uniformity of the job title structure across the District and conformance with job titles commonly found in educational systems. The analysis also provided the foundation for further analysis of the internal equity and market competitiveness of the classifications within each of the listed subfamilies.

Findings & Recommendations: Job Analysis

Finding #1: Some of classifications were identified, with different titles and job descriptions that are serving in similar roles that have common functions requiring the same level of competencies and transferable skills.

Recommendation: Consolidate thirteen (13) job classifications into three (3) as follows:

Current Job Title	Recommended Job Title
Executive Assistant, Business and Fiscal Services Executive Assistant, Education Services Executive Assistant, Human Resources	Executive Assistant Executive Assistant Executive Assistant
Instructional Assistant, RSP Instructional Assistant, RSP (Spanish Bilingual) Paraeducator II Instructional Assistant, SH/B Instructional Assistant, SH/M Paraeducator-Special Education Instructional/Physical Handicapped Assistant Paraeducator III	Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education Paraeducator - Special Education
School Nurse Nurse W/Masters	District/School Nurse District/School Nurse

Finding #2: Many current job titles do not reflect an up-to-date and uniform structure of titles within and across the operational units.

- **Recommendation:** Update the titles of forty-five (45) job classifications to provide a more appropriate description of job scope and to ensure a more uniform job title structure.

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
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

Finding #3: Current job descriptions required update and legal compliance review.

- **Recommendation:** Adopt one hundred thirty-five (135) updated job descriptions created based on employee and supervisor input and formatted in a legally compliant manner.

COMPENSATION PRACTICES: The District currently utilizes a placement structure for the wage placement of new hires. This structure is used for the determination of employees’ initial wage based the job classification they are being hired to perform. Future wage increases are then determined annual based on budget availability and Board discretion.

Findings & Recommendations: Compensation Practices

Finding #1: While the wage placement structure was appropriate at the time of its inception, over time wage structures become less effective and require periodic review and update. The most compelling reasons for a periodic (every 5 to 8 years) review is to ensure that the structure continues to account for ongoing changes in the competencies needed to perform District job classifications (independent problem solving, use of technology, etc.) and the ever-changing overall market competitiveness of the wage structure.

Recommendation: *Modify the current wage placement structure to ensure a strategic and sustainable design that (based on the internal equity of the studied job classifications and the data collected in the market survey process) allows the District to hire and retain high quality individuals for each job classification.*

Finding #2: Over time, existing wage placement structure amounts should be adjusted to ensure that the District’s hiring wages are maintained in a competitive manner.

Recommendation: Annually, during the District’s budgeting process, as employee wage increases are determined, local and regional market conditions should be reviewed to determine if hiring wages should be increased to maintain market competitiveness.

INTERNAL EQUITY ANALYSIS: All classifications were evaluated using competency factors previously validated with education systems to identify a *job value*. The calculated job value is

based on a determination of the level to successfully perform the job functions of 33 factors. The factors are grouped within the following categories:

Complexity –addresses the level of Coordination, Diversity, Flexibility and Problem Solving.

Knowledge –address the level of Education, Language, Math and Reasoning.

Responsibility –address the level of Consequences of Errors, Financial Control, Scope of Resources, Supervision by Others, and Supervision of Others.

Skills –address the level of Experience, Expertise and Need to Upgrade Skills.

Working Conditions –address both the level of Physical and Environmental conditions including Body Movement, Coordination, Strength and Endurance, Upper Extremity Demands, Atmospheric Conditions, Exposure to Hazards, Impact of Injury and Potential for Injury.

The job classifications were ranked by their respective job values within each of the occupational families/sub-families. The ranked job classifications were then compared to the current minimum wage of the jobs to determine any classifications that would need to be adjusted to a different wage range to maintain the “internal equity” of the associated wage structure. Following is an overview of the findings from the analysis of the District’s pay equity.

Findings & Recommendations: Internal Equity

Finding #1: The analysis indicated that for a few job classifications the current wage placement is not aligned with the wage placement of jobs with similar internal equity peer groupings.

Recommendation: Reallocate job classifications to align with peer groupings based on similar competency-based job values.

MARKET ANALYSIS: A market analysis was conducted of ten (10) local and regional market sources for the purpose of collecting information in determining the competitiveness of the District’s compensation structure. The sources were:

1. Conejo Valley Unified School District
2. Hueneme Elementary School District
3. Ocean View School District
4. Oxnard Union High School District
5. Pleasant Valley School District
6. Rio School District
7. Santa Paula Unified School District
8. Simi Valley Unified School District
9. Ventura County Office of Education
10. Ventura Unified School District

The hiring wage amounts of sixty-one (61) selected Benchmark Classifications were compared to jobs of the market sources for which it was determined to be a valid job match.

Additionally, the market analysis included the collection of information from each of the market sources on Health & Leave Benefits, Wage Structures, and Compensation Practices.

Benefits: Initial information provided by the market source employers indicates that the District's scope of employee benefits remains competitive.

Wage Structure: The District's wage structure was compared to those of the market source employers based on the type of schedule, the basis for establishing an employee's initial (placement) wage, and increases granted beyond a District's hiring wage. While the wage structures of the market source employers vary, the analysis of the information gathered from the market source employers indicates that the basic wage structure that the District is currently using is appropriate.

Wage Relationship to Market: The District's hiring wage for each of the benchmark job classifications were compared to the market's median and averages for job matches. Based on the information collected, there were sufficient job matches for all sixty-one (61) benchmark jobs to determine the competitiveness of the District's salaries based on the benchmarks surveyed. As a perspective, *"competitive" is defined as within 5% of the market median*. One (1) of the benchmarks are more than 5% under the market median, while ten (10) of the benchmarks are more than 5% over the market median.

Findings & Recommendations: Market Competitiveness

Findings and recommendations will need to be considered following actions that address the recommendations from previous sections of this Report. Addressing the recommended consolidation of some classifications and range placement adjustments to achieve greater internal equity can improve the competitiveness of some classifications. Job classifications that are currently more than 5% below the market median should be considered during the wage placement recommendations.

IMPLEMENTATION

Educational Management Solutions recommends that no current employee's wage, seniority and/or benefits be reduced because of the implementation of any recommendation. As recommended (*Step #2 below*) the wage placement of an employee moving to a higher wage range need to be placed appropriately to reduce or eliminate any pay compression. For recommendations that are implemented and result in a lower wage level than current, the following options need to be considered (1) to freeze the wage if it exceeds the maximum of the recommended range (referred to as *Y-Rate, Grandfathered or Red Line* of incumbent) until such time as the overall schedule is adjusted to provide a top step that is above the current wage, or (2) exempt the affected employees from schedule placement and adjust the current salaries of the impacted incumbents based on the amount of annual schedule adjustments.

STRATEGIES TO ADDRESS RECOMMENDATIONS

Implementation of the recommendations need to be considered in the following order. The timeline for full implementation will be dependent on the available resources. It is common for the implementation of a Study of this scope to be phased in over several years.

Step 1 - Adopt Recommended Job Descriptions, including the consolidations and title changes: This will provide for greater clarity of roles, functions, prerequisite competencies, and pre-employment requirements.

Step 2 - Adopt Internal Equity Recommendations: Adopt recommended range realignments. This will address internal equity issues of job classifications with different job titles but similar functions and prerequisite requirements that are currently placed at different wage ranges. *The wage placement of impacted employees needs to be examined to ensure that pay compression is minimized and eliminated where possible.*

Step 3 - Adopt Market-Based Adjustments: Following the actions taken to address the above implementation steps, review the market analysis findings and recommendations and make additional wage range adjustments as appropriate to address market competitiveness.

Step 4 - General Schedule Adjustment: Consider applying a general increase to the schedules following consideration of the above. Making a general adjustment to the schedules prior to addressing the above steps recommendations would magnify the identified inequities between the salaries of the current job classifications.

MAINTENANCE OF COMPENSATION PRACTICES

Implementation of the recommendations will place the compensation structure in a competitive position as defined by the median of market. To remain in this relative position, the District will need to adopt practices to ensure that the issues of internal equity, market competitiveness and potentially pay compression are periodically addressed with a uniform and defensible process over time. It is suggested that the District consider the following:

Periodic Review: Maintenance of the job information is critical as functions and related job requirements change due to the normal evolution of jobs. A structured review process can address this need and is essential for reinforcing the “fairness” of the outcomes of this Study and maintenance of job information over time. Such a process should be based on review of the essential functions of the job, established job evaluation factors, and market data. This same process can be integrated into the District’s operations to address reclassification requests.

Monitoring of Market: Putting a system in place to monitor general increases granted by the organizations considered part of the District’s competitive market. The increases of the other organizations will need to be monitored periodically to determine their overall impact on the continued competitiveness of the District’s compensation structure over time.

Updating Job Class Descriptions: Dependent on the occupational field, job descriptions are out-of-date within 3 to 5 years. The rapid advancements in the use of technology, shifts in funding patterns, changes in the demographics of the student population, etc. all affect the nature, scope, and qualification of jobs that the District requires. Reviewing a portion of the District’s classifications each year will address this issue. This practice ensures that job information upon which employment decisions are being made is current and will reduce the frequency of reclassification requests.

Use of Software Applications: *JobsPlus™* software has been licensed to the District as a final component to the Study. Key classified human resources staff have been fully trained to utilize the JobsPlus to perform job analysis, internal equity value assessment, job description updates, as well as reclassifications. The software will be updated with the information appropriately based on recommendations implemented. Ongoing use of this software by District staff can ensure that the job information is kept current and can be utilized for a wide variety of human resource uses.

EXHIBITS

The following exhibits provide additional detail to the Findings and Recommendations.

Exhibit #1 - Glossary of Terms

Common terminology used throughout the Study.

Exhibit #2 - Certificated Schedule Analysis

Analysis of the competitiveness of the District's certificated wage schedule as compared to the market source employers.

Exhibit #3 - Market Detail

Detail of market competitiveness comparing the District's minimum, midpoint, and maximum salary of each benchmark to that of the market's average and median. This also displays the District's salary ranking, salary range width compared to the market's average and median, as well as the dollar amount and percent above or below the market.

Exhibit #4 - Summary of Findings

Provides an overview of the impact of the recommendations for each job classification. Listed are current and recommended job titles, current salary range and minimum, conversion to model schedule, internal equity adjustments, market median salaries and market adjustments.

EXHIBIT #1

Glossary of Terms

Americans with Disabilities Act (ADA): Federal legislation signed into law on July 26, 1990. The purpose of the law is to provide a clear, comprehensive, consistent and enforceable national mandate for the elimination of discrimination against individuals with disabilities. Among other aspects, the ADA requires that employers document the essential functions of jobs and provide reasonable accommodation to disabled employees.

Benchmark Jobs: A subset of an organization's job classifications identified as representing a cross-section of the classifications within job families, sub-families and/or salary ranges.

Competitive Market: Determined by the organization and composed of those employers that are seen as the most "competitive" with the organization for recruitment and retention of qualified personnel. The market is usually composed of employers that are geographically in close proximity and /or of similar size or scope of services. The identified employers are the source of compensation information upon which the External Equity Analysis is based.

Equal Pay Principles: This refers to the areas derived from the principles of equal pay as established in the Equal Pay act of 1963 and subsequent court decisions regarding employment discrimination with regard to pay.

External Equity Analysis: An analysis (also identified as a Market Compensation Analysis) determines the competitiveness of the organization's current salary and benefit structure(s). The analysis based on a comparison of the compensation structure for identified "benchmark jobs" to that of "like" jobs within the competitive market. The analysis provides information relative to the organization's overall competitive position within defined market as well as allowing for evaluating the relative competitiveness of different groups of an organization's subset of jobs (e.g. job families, sub-families, departments, etc.) to each other.

Fair Labor Standards Act (FLSA): Federal legislation amended in 2004 that redefined the criteria an employer is to use to make a determination of which job classifications are exempt from overtime pay.

Focus Group: A meeting in structured interview setting of a sample of incumbents within the studied job classification that are representative (experience in job, race, sex, work sites) of all employees currently performing in the job classification. The purpose of the Focus Group process, which has been determined to be the most valid source of information, is to gather information about a job's functions and requirements from incumbents,

Incumbents: Individuals that are currently performing the duties of the job classification.

Internal Equity Analysis: An analysis (also identified as *Job Valuation Analysis*) determines the overall "fairness" or equity of the current salary structure upon which the salaries of the studied classifications are based. Each job classification has a calculated point value determined resulting from the findings of the job analysis process. The job classifications are placed in rank order base on their respective job values and compared to the corresponding salary ranges for the job classifications under study. This process identifies job classifications that misaligned within in the current salary schedule structure and may need to be placed at a different range of the schedule to maintain the internal equity of the organization's pay structure.

Job Analysis: A Systematic process for the identification of information about a job. The information that needs to be gathered is dependent on the intended use of the information. Typically, the specific functions, skills, knowledge, abilities, responsibilities, working conditions, licenses, certifications, etc. that are associated with the job classification being analyzed is gathered during this process.

Job Classes: Groups of job classifications that are typically differentiated within an organization to distinguish different groups of employees based on pay structures, employee associations and/or bargaining units. Examples of job classes commonly found in school systems include certificated employees, classified employees, supervisory and administration, etc. The specific labeling of job classes is often based on local and/or regional practices.

Job Classification: A specific job that represents the functions and prerequisite requirements associated with the overall purpose of the job and is documented with a formal job description. A job classification is distinct from a *position* that is based on the specific assignment of an employee within the job classification.

Job Families: A group of job classifications considered to provide a range of services that have the same or similar role in the in delivering the organization's services. Examples of job families include Administrative, Instructional, Transportation, Maintenance, etc.

Job Sub-Families: A designation for a group of job classifications within a "job family" that, often related to a departmental structure, and typically can be compared to jobs with specific occupational categories. For example, within an administrative job family, jobs may be grouped in the sub-families of administrative support, financial support, technology support, management, etc.

Job Validation: A process designed to validate information gathered about a studied job. Typically, the valuation is conducted through a series of meetings with immediate supervisors and/or administrators of the studied job classifications to validate the findings of the Job Analysis process.

Market Sources: Composed of those entities that were identified as the most comparable and competitive to the organization. The market is usually composed of entities (usually other Districts) that are in geographic proximity and/or similar in size, reputation and/or appeal. These entities are perceived to be competition for the organization's labor pool and/or competition for its employees.

Median of Market: The middle salary of a series of salaries, i.e. the value where $\frac{1}{2}$ of the reported market salaries for the specific benchmark job are higher and $\frac{1}{2}$ of the entries are lower regardless of absolute values.

Position: The position or assignment of an employee specific within a job classification. Often documented by a *position* description as distinct from a *job* description that documents the functions and related requirement of the job classification under which the employee is hired. For example, an employee may be hired and paid for the job classification of Principal's Secretary but assigned to the position of Principal's Secretary at Anytown Elementary. A position description is typically developed for an analysis under workers compensation or determination if a position is significantly different from an employee's job classification to require development of a new classification and accompanying job description

Project Team: A reference to the staff of Educational Management Solutions that are assigned to the project and serve in the in the roles of Project Manager, Job Analysts and support staff as required to perform the specific activities of the Study.

Reallocate: Move from an existing salary grade to a new salary grade based on job internal equity (job valuation) and/or external equity (market survey) findings

Recommended Title Changes: Changes in job titles can be recommended based on a variety of factors including: developing consistency within job families, titles consistent with community perception, uniformity within the organization, hierarchy of titles, etc. This report uses the current “official” title for the job classification, usually from the published salary schedule and a “recommended” title when appropriate.

Salary Schedule Analysis: A process to determine the structure of the established schedules. Each current schedule is analyzed in both percent and dollar amounts to determine the level of uniformity throughout the schedule(s) from the lowest possible salary to the highest possible salary. An outcome from this process may be a recommendation for modification of and/or development of a new schedule to provide for greater uniformity in the pay structure of the respective job classifications.

School System: Terminology identifying school systems varies by State. The reference of “school system” used in this report is synonymous with the term of School District, School Corporation, Board of Education, etc.

Steering Committee: A group of employees that are representative of job classifications being studied as well as inclusive of other stakeholders that need to have input and/or may be impacted by study outcomes. The purpose of the Committee is to serve in a monitoring and advisory capacity as the Study is conducted. Dependent on the organization other terms may be used to describe this group such as Advisory Committee, Task Force, etc.

Y-Rate (Frozen): An expression used to indicate that the recommended salary level for a job classification exceeds the current level on the salary schedule and incumbents within the classification typically have their salary frozen at the current level until adjustments have been made to the schedule that allows movement to a higher salary. Other commonly used terms for this process include “red circle” and “grandfather”.

EXHIBIT #2

Comparison of the Oxnard School District to the Market Source Employers

Compared to the median of the market

% Difference Shown below

	Class A Bachelor's Degree	Class B Bachelor's + 15 Units	Class C Bachelor's + 30 Units	Class D Bachelor's + 45 Units	Class E Bachelor's + 60 Units	Class F Bachelor's + 75 Units, and M.A., Ed.D or Ph.D
Step 1	-0.35%	-1.72%	-6.73%	-1.08%	-0.84%	-1.19%
Step 2	-2.15%	-2.28%	-2.42%	1.53%	-0.76%	2.64%
Step 3	-2.10%	1.65%	1.17%	2.12%	-0.25%	0.17%
Step 4	-0.17%	1.74%	2.20%	3.66%	1.43%	2.44%
Step 5	-0.57%	4.61%	1.15%	1.86%	-0.05%	1.49%
Step 6	-0.43%	4.84%	2.05%	2.08%	-0.21%	2.90%
Step 7	-0.35%	4.98%	1.07%	-0.07%	0.14%	2.82%
Step 8	0.59%	7.66%	3.98%	2.94%	1.07%	3.87%
Step 9	0.97%	5.45%	1.51%	0.72%	0.73%	4.12%
Step 10	8.47%	13.02%	4.37%	4.00%	3.30%	4.75%
Step 11	7.41%	17.95%	7.07%	1.44%	-0.73%	5.40%
Step 12	14.06%	18.35%	13.76%	9.43%	2.84%	3.51%

Comparison of the Oxnard School District to the Market Source Employers

Compared to the median of the market

Dollar Amount Difference Shown below

	Class A Bachelor's Degree	Class B Bachelor's + 15 Units	Class C Bachelor's + 30 Units	Class D Bachelor's + 45 Units	Class E Bachelor's + 60 Units	Class F Bachelor's + 75 Units, and M.A., Ed.D or Ph.D
Step 1	(\$180)	(\$870)	(\$3,507)	(\$596)	(\$489)	(\$728)
Step 2	(\$1,091)	(\$1,167)	(\$1,316)	\$881	(\$461)	\$1,679
Step 3	(\$1,066)	\$880	\$660	\$1,269	(\$157)	\$113
Step 4	(\$88)	\$966	\$1,298	\$2,280	\$936	\$1,685
Step 5	(\$310)	\$2,675	\$709	\$1,208	(\$35)	\$1,068
Step 6	(\$246)	\$2,928	\$1,310	\$1,406	(\$147)	\$2,171
Step 7	(\$206)	\$3,136	\$712	(\$51)	\$102	\$2,199
Step 8	\$367	\$5,028	\$2,770	\$2,158	\$826	\$3,151
Step 9	\$621	\$3,726	\$1,092	\$548	\$591	\$3,490
Step 10	\$5,671	\$9,278	\$3,303	\$3,190	\$2,771	\$4,197
Step 11	\$5,174	\$13,324	\$5,562	\$1,199	(\$640)	\$4,967
Step 12	\$10,225	\$14,194	\$11,277	\$8,168	\$2,587	\$3,365

EXHIBIT #3

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Accounting Specialist III															
<i>EMS Benchmark: Accounting Specialist III</i>															
Oxnard School District	Accounting Specialist III	7/1/20	22.67	25.12	27.56	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Accounting Technician II	7/1/21	23.17	25.71	28.24	22%	Steps	5	-0.50	-2.2%	-0.59	-2.3%	-0.68	-2.5%	
Hueneme Elementary School District	Account Clerk II	6/1/21	21.88	24.24	26.60	22%	Steps	5	0.79	3.5%	0.88	3.5%	0.96	3.5%	
Ocean View Elementary School District	Account Clerk III	12/14/21	23.60	26.23	28.85	22%	Steps	5	-0.93	-4.1%	-1.11	-4.4%	-1.29	-4.7%	
Oxnard Union High School District	Accounting Technician	7/1/21	23.58	26.16	28.74	22%	Steps	5	-0.91	-4.0%	-1.04	-4.2%	-1.18	-4.3%	
Pleasant Valley School District	Accounting Assistant	7/1/21	21.83	24.19	26.54	22%	Steps	5	0.84	3.7%	0.93	3.7%	1.02	3.7%	
Rio School District	Account Clerk III	7/1/21	20.21	22.38	24.54	21%	Steps	5	2.46	10.9%	2.74	10.9%	3.02	11.0%	
Santa Paula Unified School District	Accounting Technician	7/1/21	25.00	27.70	30.39	22%	Steps	5	-2.33	-10.3%	-2.58	-10.3%	-2.83	-10.3%	
Simi Valley Unified School District	Accounting Assistant II	5/19/21	18.21	20.22	22.22	22%	Steps	5	4.46	19.7%	4.90	19.5%	5.34	19.4%	
Ventura Unified School District	Senior Accounting Assistant	7/1/21	21.89	24.61	27.33	25%	Steps	5	0.78	3.4%	0.51	2.0%	0.23	0.8%	
Other Org. Average	# of Sources		22.15	24.60	27.05	22%			0.52	2.3%	0.51	2.0%	0.51	1.9%	
Other Org. Median	9		21.89	24.61	27.33	25%			0.78	3.4%	0.51	2.0%	0.23	0.8%	
Accounting Specialist IV															
<i>EMS Benchmark: Accounting Specialist IV</i>															
Oxnard School District	Accounting Specialist IV	7/1/20	24.39	27.02	29.64	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Hueneme Elementary School District	Accounting Specialist	6/1/21	30.80	34.11	37.41	21%	Steps	5	-6.41	-26.3%	-7.09	-26.2%	-7.77	-26.2%	
Ocean View Elementary School District	Account Clerk IV	12/14/21	24.01	26.71	29.41	22%	Steps	5	0.38	1.6%	0.31	1.1%	0.23	0.8%	
Oxnard Union High School District	Staff Accountant	7/1/21	27.37	30.35	33.33	22%	Steps	5	-2.98	-12.2%	-3.34	-12.3%	-3.69	-12.4%	
Pleasant Valley School District	Accounting Technician	7/1/21	24.11	26.72	29.33	22%	Steps	5	0.28	1.1%	0.30	1.1%	0.31	1.0%	
Rio School District	Accounting Technician	7/1/21	21.17	23.48	25.78	22%	Steps	5	3.22	13.2%	3.54	13.1%	3.86	13.0%	
Simi Valley Unified School District	Senior Accounting Technician	5/19/21	22.84	25.43	28.02	23%	Steps	5	1.55	6.4%	1.59	5.9%	1.62	5.5%	
Ventura Unified School District	Accounting Technician	7/1/21	23.28	26.17	29.06	25%	Steps	5	1.11	4.6%	0.84	3.1%	0.58	2.0%	
Other Org. Average	# of Sources		24.80	27.57	30.33	22%			-0.41	-1.7%	-0.55	-2.0%	-0.69	-2.3%	
Other Org. Median	7		24.01	26.71	29.33	22%			0.38	1.6%	0.31	1.1%	0.31	1.0%	
Administrative Assistant															
<i>EMS Benchmark: Administrative Assistant</i>															
Oxnard School District	Administrative Assistant	7/1/20	22.67	25.12	27.56	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Administrative Assistant	7/1/21	25.57	28.40	31.22	22%	Steps	5	-2.90	-12.8%	-3.28	-13.1%	-3.66	-13.3%	
Hueneme Elementary School District	Senior Secretary	6/1/21	24.74	27.40	30.06	22%	Steps	5	-2.07	-9.1%	-2.29	-9.1%	-2.50	-9.1%	
Ocean View Elementary School District	Maintenance & Operations Secretary	12/14/21	20.77	23.15	25.52	23%	Steps	5	1.90	8.4%	1.97	7.8%	2.04	7.4%	
Oxnard Union High School District	Director's Secretary	7/1/21	21.91	24.30	26.69	22%	Steps	5	0.76	3.4%	0.82	3.2%	0.87	3.2%	
Pleasant Valley School District	Administrative Assistant	7/1/21	24.69	27.39	30.08	22%	Steps	5	-2.02	-8.9%	-2.27	-9.0%	-2.52	-9.1%	
Rio School District	Administrative Secretary (Conf)	7/1/21	23.47	26.00	28.53	22%	Steps	5	-0.80	-3.5%	-0.88	-3.5%	-0.97	-3.5%	
Santa Paula Unified School District	Administrative Assistant II	7/1/21	25.31	28.04	30.76	22%	Steps	5	-2.64	-11.6%	-2.92	-11.6%	-3.20	-11.6%	
Ventura Unified School District	Administrative Specialist	7/1/21	21.89	24.61	27.33	25%	Steps	5	0.78	3.4%	0.51	2.0%	0.23	0.8%	
Ventura County Office of Education	Administrative Assistant I	7/1/21	22.43	25.18	27.92	24%	Steps	5	0.24	1.1%	-0.06	-0.2%	-0.36	-1.3%	
Other Org. Average	# of Sources		23.42	26.05	28.68	22%			-0.75	-3.3%	-0.93	-3.7%	-1.12	-4.1%	
Other Org. Median	9		23.47	26.00	28.53	22%			-0.80	-3.5%	-0.88	-3.5%	-0.97	-3.5%	
Assistant Superintendent, Business and Fiscal Services															
<i>EMS Benchmark: Assistant Superintendent, Business and Fiscal Services</i>															
Oxnard School District	Assistant Superintendent, Business and Fiscal Services	7/1/18	174,331.20	174,331.20	174,331.20		Fixed	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Negotiated	Match													
Hueneme Elementary School District	Associate Superintendent	3/1/21	173,659.00	173,659.00	173,659.00	0%	Fixed		672.20	0.4%	672.20	0.4%	672.20	0.4%	
Ocean View Elementary School District	Assistant Supt. - Business Services (220 Days)	11/9/21	163,610.00	171,995.00	180,380.00	10%	Steps	3	10721.20	6.1%	2336.20	1.3%	-6048.80	-3.5%	
Oxnard Union High School District	Assistant Superintendent, Business Services	7/1/21	170,718.00	174,290.00	177,862.00	4%	Steps	6	3613.20	2.1%	41.20	0.0%	-3530.80	-2.0%	
Pleasant Valley School District	Assistant Superintendent, Business Services	7/1/21	149,480.00	149,480.00	149,480.00	0%	Fixed		24851.20	14.3%	24851.20	14.3%	24851.20	14.3%	
Rio School District	Assistant Superintendent, Business and Fiscal Services	7/1/21	139,488.00	155,154.00	170,820.00	22%	Steps	5	34843.20	20.0%	19177.20	11.0%	3511.20	2.0%	
Other Org. Average	# of Sources		159,391.00	164,915.60	170,440.20	7%			14940.20	8.6%	9415.60	5.4%	3891.00	2.2%	
Other Org. Median	5		163,610.00	171,995.00	173,659.00	6%			10721.20	6.1%	2336.20	1.3%	672.20	0.4%	
Assistant Superintendent, Human Resources															
<i>EMS Benchmark: Assistant Superintendent, Human Resources</i>															
Oxnard School District	Assistant Superintendent, Human Resources	7/1/18	174,331.20	174,331.20	174,331.20		Fixed	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Negotiated	No Data													

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Hueneme Elementary School District	Associate Superintendent	3/1/21	173,659.00	173,659.00	173,659.00	0%	Fixed		672.20	0.4%	672.20	0.4%	672.20	0.4%
Oxnard Union High School District	Assistant Superintendent Human Resources	7/1/21	170,718.00	174,290.00	177,862.00	4%	Steps	6	3613.20	2.1%	41.20	0.0%	-3530.80	-2.0%
Rio School District	Assistant Superintendent Human Resources(225)	7/1/21	139,678.00	150,382.00	161,086.00	15%	Steps	4	34653.20	19.9%	23949.20	13.7%	13245.20	7.6%
Other Org. Average		# of Sources	161,351.67	166,110.33	170,869.00	6%			12979.53	7.4%	8220.87	4.7%	3462.20	2.0%
Other Org. Median		3	170,718.00	173,659.00	173,659.00	2%			3613.20	2.1%	672.20	0.4%	672.20	0.4%
Attendance Accounting Technician														
<i>EMS Benchmark: Attendance Accounting Technician</i>														
Oxnard School District	Attendance Accounting Technician	7/1/20	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Attendance/Health Clerk	7/1/21	17.72	19.67	21.62	22%	Steps	5	2.85	13.9%	3.12	13.7%	3.38	13.5%
Ocean View Elementary School District	Attendance Clerk	12/14/21	18.71	20.84	22.97	23%	Steps	5	1.86	9.0%	1.95	8.5%	2.03	8.1%
Oxnard Union High School District	Attendance Accounting Technician	7/1/21	21.37	23.71	26.04	22%	Steps	5	-0.80	-3.9%	-0.92	-4.0%	-1.04	-4.2%
Pleasant Valley School District	Attendance and Enrollment Specialist	7/1/21	24.11	26.72	29.33	22%	Steps	3	-3.54	-17.2%	-3.94	-17.3%	-4.33	-17.3%
Santa Paula Unified School District	Attendance Technician	7/1/21	21.60	23.93	26.25	22%	Steps	5	-1.03	-5.0%	-1.14	-5.0%	-1.25	-5.0%
Ventura Unified School District	Attendance Technician	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Other Org. Average		# of Sources	20.61	22.92	25.23	22%			-0.04	-0.2%	-0.14	-0.6%	-0.23	-0.9%
Other Org. Median		6	20.77	23.19	25.61	23%			-0.20	-1.0%	-0.40	-1.8%	-0.61	-2.4%
Bus Driver														
<i>EMS Benchmark: Bus Driver</i>														
Oxnard School District	Bus Driver	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Hueneme Elementary School District	Bus Driver	6/1/21	20.29	22.52	24.74	22%	Steps	5	0.28	1.4%	0.27	1.2%	0.26	1.0%
Ocean View Elementary School District	Bus Driver	12/14/21	19.72	21.90	24.08	22%	Steps	5	0.85	4.1%	0.89	3.9%	0.92	3.7%
Oxnard Union High School District	Bus Driver	7/1/21	20.86	23.13	25.39	22%	Steps	5	-0.29	-1.4%	-0.34	-1.5%	-0.39	-1.6%
Pleasant Valley School District	Bus Driver	7/1/21	20.28	22.47	24.66	22%	Steps	5	0.29	1.4%	0.32	1.4%	0.34	1.4%
Rio School District	Bus Driver	7/1/21	18.76	20.78	22.80	22%	Steps	5	1.81	8.8%	2.01	8.8%	2.20	8.8%
Simi Valley Unified School District	Bus Driver	5/19/21	18.79	20.94	23.08	23%	Steps	5	1.78	8.7%	1.85	8.1%	1.92	7.7%
Ventura Unified School District	Bus Driver	7/1/21	21.01	23.62	26.22	25%	Steps	5	-0.44	-2.1%	-0.83	-3.6%	-1.22	-4.9%
Other Org. Average		# of Sources	19.96	22.19	24.42	22%			0.61	3.0%	0.59	2.6%	0.58	2.3%
Other Org. Median		7	20.28	22.47	24.66	22%			0.29	1.4%	0.32	1.4%	0.34	1.4%
Buyer														
<i>EMS Benchmark: Buyer</i>														
Oxnard School District	Buyer	10/1/21	24.39	27.02	29.64	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Purchasing Specialist	7/1/21	26.58	29.53	32.48	22%	Steps	5	-2.19	-9.0%	-2.52	-9.3%	-2.84	-9.6%
Hueneme Elementary School District	Purchasing Technician	6/1/21	29.34	32.50	35.65	22%	Steps	5	-4.95	-20.3%	-5.48	-20.3%	-6.01	-20.3%
Pleasant Valley School District	Purchasing Specialist	7/1/21	25.33	28.07	30.80	22%	Steps	5	-0.94	-3.9%	-1.05	-3.9%	-1.16	-3.9%
Rio School District	Purchasing Assistant	7/1/21	25.14	27.86	30.57	22%	Steps	5	-0.75	-3.1%	-0.84	-3.1%	-0.93	-3.1%
Simi Valley Unified School District	Buyer II	5/19/21	23.08	25.72	28.35	23%	Steps	5	1.31	5.4%	1.30	4.8%	1.29	4.4%
Ventura Unified School District	Buyer	7/1/21	23.28	26.17	29.06	25%	Steps	5	1.11	4.6%	0.84	3.1%	0.58	2.0%
Other Org. Average		# of Sources	25.46	28.31	31.15	22%			-1.07	-4.4%	-1.29	-4.8%	-1.51	-5.1%
Other Org. Median		6	25.24	27.96	30.69	22%			-0.84	-3.5%	-0.95	-3.5%	-1.05	-3.5%
Campus Assistant														
<i>EMS Benchmark: Campus Assistant</i>														
Oxnard School District	Campus Assistant	10/1/21	15.00	15.96	16.91	13%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Hueneme Elementary School District	Campus Assistant	6/1/21	15.44	17.15	18.85	22%	Steps	5	-0.44	-2.9%	-1.19	-7.5%	-1.94	-11.5%
Oxnard Union High School District	Campus Supervisor	7/1/21	14.78	16.37	17.96	22%	Steps	5	0.22	1.5%	-0.42	-2.6%	-1.05	-6.2%
Pleasant Valley School District	Campus Supervisor	7/1/21	14.00	14.00	14.00	0%	Fixed		1.00	6.7%	1.96	12.3%	2.91	17.2%
Rio School District	Campus Supervision Assistant	7/1/21	15.00	15.76	16.51	10%	Steps		0.00	0.0%	0.20	1.3%	0.40	2.4%
Santa Paula Unified School District	Campus Supervision Assistant	7/1/21	16.10	17.84	19.57	22%	Steps	5	-1.10	-7.3%	-1.88	-11.8%	-2.66	-15.7%
Simi Valley Unified School District	Campus Supervisor	5/19/21	15.00	15.00	15.00	0%	Fixed		0.00	0.0%	0.96	6.0%	1.91	11.3%
Ventura Unified School District	Campus Support Assistant	7/1/21	15.84	17.82	19.79	25%	Steps	5	-0.84	-5.6%	-1.86	-11.7%	-2.88	-17.0%
Ventura County Office of Education	Campus Assistant	7/1/21	20.35	22.84	25.33	24%	Steps	5	-5.35	-35.7%	-6.89	-43.2%	-8.42	-49.8%
Other Org. Average		# of Sources	15.81	17.10	18.38	16%			-0.81	-5.4%	-1.14	-7.1%	-1.47	-8.7%
Other Org. Median		8	15.22	16.76	18.41	21%			-0.22	-1.5%	-0.80	-5.0%	-1.50	-8.8%
Chief Information Officer														
<i>EMS Benchmark: Chief Information Officer</i>														
Oxnard School District	Chief Information Officer	8/25/21	126,152.00	138,015.00	149,878.00	19%	Steps	3	0.00	0.0%	0.00	0.0%	0.00	0.0%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Conejo Valley Unified School District	Director, Technology Services	7/1/21	107,390.00	122,260.00	137,130.00	28%	Steps	5	18762.00	14.9%	15755.00	11.4%	12748.00	8.5%
Hueneme Elementary School District	Director of Technology Systems	3/1/21	92,316.00	102,252.00	112,188.00	22%	Steps	5	33836.00	26.8%	35763.00	25.9%	37690.00	25.1%
Ocean View Elementary School District	Chief Technology Officer (223 days)	11/9/21	104,052.00	145,266.50	186,481.00	79%	Steps	5	22100.00	17.5%	-7251.50	-5.3%	-36603.00	-24.4%
Oxnard Union High School District	Chief Technology Officer (223 Days)	7/1/21	139,832.47	142,209.99	144,587.51	3%	Steps	6	-13680.47	-10.8%	-4194.99	-3.0%	5290.49	3.5%
Pleasant Valley School District	Director of Technology	7/1/21	100,140.00	110,910.00	121,680.00	22%	Steps	5	26012.00	20.6%	27105.00	19.6%	28198.00	18.8%
Rio School District	Director of Technology	7/1/21	122,712.00	136,104.00	149,496.00	22%	Steps	5	3440.00	2.7%	1911.00	1.4%	382.00	0.3%
Santa Paula Unified School District	Director - Technology	7/1/21	118,414.00	128,471.00	138,528.00	17%	Steps	5	7738.00	6.1%	9544.00	6.9%	11350.00	7.6%
Simi Valley Unified School District	Director Information Technology	12/1/20	105,933.00	118,515.50	131,098.00	24%	Steps	5	20219.00	16.0%	19499.50	14.1%	18780.00	12.5%
Ventura Unified School District	Chief Innovations Officer (225 day)	7/1/21	132,653.00	136,871.00	141,089.00	6%	Steps	4	-6501.00	-5.2%	1144.00	0.8%	8789.00	5.9%
Ventura County Office of Education	Chief Technology Officer	7/1/21	133,710.20	157,890.20	182,070.20	36%	Steps	6	-7558.20	-6.0%	-19875.20	-14.4%	-32192.20	-21.5%
Other Org. Average	# of Sources		115,715.27	130,075.02	144,434.77	25%			10436.73	8.3%	7939.98	5.8%	5443.23	3.6%
Other Org. Median	10		112,902.00	132,287.50	139,808.50	24%			13250.00	10.5%	5727.50	4.1%	10069.50	6.7%
Child Nutrition Cafeteria Coordinator														
<i>EMS Benchmark: Child Nutrition Cafeteria Coordinator</i>														
Oxnard School District	Child Nutrition Cafeteria Coordinator	10/1/21	19.60	21.71	23.82	22%	Steps	0	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Child Nutrition Manager	7/1/21	18.42	20.45	22.47	22%	Steps	5	1.18	6.0%	1.27	5.8%	1.35	5.7%
Hueneme Elementary School District	Food Services Manager	6/1/21	19.60	21.72	23.84	22%	Steps	5	0.00	0.0%	-0.01	0.0%	-0.02	-0.1%
Ocean View Elementary School District	Cafeteria Manager	12/14/21	18.61	20.67	22.73	22%	Steps	5	0.99	5.1%	1.04	4.8%	1.09	4.6%
Oxnard Union High School District	Cafeteria Manager	7/1/21	28.89	32.03	35.17	22%	Steps	5	-9.29	-47.4%	-10.32	-47.5%	-11.35	-47.6%
Pleasant Valley School District	Food Service Coordinator	7/1/21	24.11	26.72	29.33	22%	Steps	5	-4.51	-23.0%	-5.01	-23.1%	-5.51	-23.1%
Rio School District	Food Services Manager	7/1/21	18.76	20.78	22.80	22%	Steps	5	0.84	4.3%	0.93	4.3%	1.02	4.3%
Santa Paula Unified School District	CNS Site Lead-Elementary	7/1/21	21.07	23.35	25.62	22%	Steps	5	-1.47	-7.5%	-1.64	-7.5%	-1.80	-7.6%
Simi Valley Unified School District	Food Services Manager II	5/19/21	19.88	22.08	24.28	22%	Steps	5	-0.28	-1.4%	-0.37	-1.7%	-0.46	-1.9%
Ventura Unified School District	Child Nutrition Manager Elem	7/1/21	20.58	23.14	25.70	25%	Steps	5	-0.98	-5.0%	-1.43	-6.6%	-1.88	-7.9%
Other Org. Average	# of Sources		21.10	23.44	25.77	22%			-1.50	-7.7%	-1.73	-8.0%	-1.95	-8.2%
Other Org. Median	9		19.88	22.08	24.28	22%			-0.28	-1.4%	-0.37	-1.7%	-0.46	-1.9%
Child Nutrition Worker														
<i>EMS Benchmark: Child Nutrition Worker</i>														
Oxnard School District	Child Nutrition Worker	10/1/21	15.33	16.99	18.64	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Child Nutrition Assistant I	7/1/21	15.27	16.95	18.62	22%	Steps	5	0.06	0.4%	0.04	0.2%	0.02	0.1%
Hueneme Elementary School District	Food Services Worker I	6/1/21	15.44	17.15	18.85	22%	Steps	5	-0.11	-0.7%	-0.16	-0.9%	-0.21	-1.1%
Ocean View Elementary School District	Child Nutrition Worker I	12/14/21	15.32	16.61	17.90	17%	Steps	5	0.01	0.1%	0.38	2.2%	0.74	4.0%
Oxnard Union High School District	Nutrition Services Assistant I	7/1/21	16.89	18.72	20.55	22%	Steps	5	-1.56	-10.2%	-1.74	-10.2%	-1.91	-10.2%
Pleasant Valley School District	Food Services Worker	7/1/21	15.47	17.14	18.80	22%	Steps	5	-0.14	-0.9%	-0.15	-0.9%	-0.16	-0.9%
Rio School District	Food Service II	7/1/21	15.81	17.52	19.23	22%	Steps	5	-0.48	-3.1%	-0.54	-3.1%	-0.59	-3.2%
Santa Paula Unified School District	CNS Assistant I	7/1/21	16.51	18.29	20.07	22%	Steps	5	-1.18	-7.7%	-1.31	-7.7%	-1.43	-7.7%
Simi Valley Unified School District	Cafeteria Services Specialist	5/19/21	15.28	17.00	18.71	22%	Steps	5	0.05	0.3%	-0.01	-0.1%	-0.07	-0.4%
Ventura Unified School District	Child Nutrition Assistant I	7/1/21	16.36	18.39	20.42	25%	Steps	5	-1.03	-6.7%	-1.41	-8.3%	-1.78	-9.5%
Other Org. Average	# of Sources		15.82	17.53	19.24	22%			-0.49	-3.2%	-0.54	-3.2%	-0.60	-3.2%
Other Org. Median	9		15.47	17.15	18.85	22%			-0.14	-0.9%	-0.16	-0.9%	-0.21	-1.1%
Credential Technician														
<i>EMS Benchmark: Credential Technician</i>														
Oxnard School District	Credential Technician	10/1/21	25.62	28.38	31.14	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Credential Technician	7/1/21	24.09	26.75	29.41	22%	Steps	5	1.53	6.0%	1.63	5.7%	1.73	5.6%
Pleasant Valley School District	Certificated HR Specialist	7/1/21	24.69	27.39	30.08	22%	Steps	5	0.93	3.6%	1.00	3.5%	1.06	3.4%
Rio School District	Credential Technician (Conf)	7/1/21	22.90	25.37	27.84	22%	Steps	5	2.72	10.6%	3.01	10.6%	3.30	10.6%
Simi Valley Unified School District	Credential Technician	5/19/21	19.91	22.16	24.41	23%	Steps	5	5.71	22.3%	6.22	21.9%	6.73	21.6%
Other Org. Average	# of Sources		22.90	25.42	27.94	22%			2.72	10.6%	2.96	10.4%	3.21	10.3%
Other Org. Median	4		23.50	26.06	28.63	22%			2.13	8.3%	2.32	8.2%	2.52	8.1%
Custodian														
<i>EMS Benchmark: Custodian</i>														
Oxnard School District	Custodian	10/1/21	18.21	20.17	22.13	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Custodian	7/1/21	19.74	21.92	24.09	22%	Steps	5	-1.53	-8.4%	-1.75	-8.7%	-1.96	-8.9%
Hueneme Elementary School District	Custodian	6/1/21	19.08	21.14	23.19	22%	Steps	5	-0.87	-4.8%	-0.96	-4.8%	-1.06	-4.8%
Ocean View Elementary School District	Custodian	12/14/21	19.05	21.14	23.22	22%	Steps	5	-0.84	-4.6%	-0.96	-4.8%	-1.09	-4.9%
Oxnard Union High School District	Custodian	7/1/21	19.36	21.47	23.58	22%	Steps	5	-1.15	-6.3%	-1.30	-6.4%	-1.45	-6.6%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Pleasant Valley School District	Custodian	7/1/21	18.83	20.87	22.91	22%	Steps	5	-0.62	-3.4%	-0.70	-3.5%	-0.78	-3.5%	
Rio School District	Custodian	7/1/21	18.30	20.28	22.26	22%	Steps	5	-0.09	-0.5%	-0.11	-0.5%	-0.13	-0.6%	
Santa Paula Unified School District	Custodian	7/1/21	20.81	23.06	25.30	22%	Steps	5	-2.60	-14.3%	-2.89	-14.3%	-3.17	-14.3%	
Simi Valley Unified School District	Custodian II	5/19/21	18.51	20.52	22.53	22%	Steps	5	-0.30	-1.6%	-0.35	-1.7%	-0.40	-1.8%	
Ventura Unified School District	Custodian	7/1/21	19.61	22.05	24.49	25%	Steps	5	-1.40	-7.7%	-1.88	-9.3%	-2.36	-10.7%	
Other Org. Average	# of Sources		19.25	21.38	23.51	22%			-1.04	-5.7%	-1.21	-6.0%	-1.38	-6.2%	
Other Org. Median	9		19.08	21.14	23.22	22%			-0.87	-4.8%	-0.96	-4.8%	-1.09	-4.9%	
Director of Certificated Human Resources															
<i>EMS Benchmark: Director of Certificated Human Resources</i>															
Oxnard School District	Director of Certificated Human Resources	10/1/21	144,323.00	144,323.00	144,323.00		Steps	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Hueneme Elementary School District	Director of Personnel Services	3/1/21	126,060.00	133,620.00	141,180.00	12%	Steps	5	18263.00	12.7%	10703.00	7.4%	3143.00	2.2%	
Oxnard Union High School District	Director Human Resources (223 days)	7/1/21	139,832.00	142,210.00	144,588.00	3%	Steps	6	4491.00	3.1%	2113.00	1.5%	-265.00	-0.2%	
Pleasant Valley School District	Director of Classified HR	7/1/21	107,796.00	119,424.00	131,052.00	22%	Steps	5	36527.00	25.3%	24899.00	17.3%	13271.00	9.2%	
Rio School District	Director of Human Resources	7/1/21	132,957.00	143,128.50	153,300.00	15%	Steps	4	11366.00	7.9%	1194.50	0.8%	-8977.00	-6.2%	
Santa Paula Unified School District	Executive Director of Human Resources (certificated)	7/1/21	135,430.00	143,713.00	151,996.00	12%	Steps	5	8893.00	6.2%	610.00	0.4%	-7673.00	-5.3%	
Simi Valley Unified School District	Director, Classified Personnel Services	12/1/20	109,215.00	122,125.00	135,035.00	24%	Steps	5	35108.00	24.3%	22198.00	15.4%	9288.00	6.4%	
Ventura Unified School District	Director, Classified Human Resources	7/1/21	114,012.00	128,166.00	142,320.00	25%	Steps	5	30311.00	21.0%	16157.00	11.2%	2003.00	1.4%	
Ventura County Office of Education	Chief Human Resource Officer	7/1/21	143,262.60	169,169.00	195,075.40	36%	Steps	6	1060.40	0.7%	-24846.00	-17.2%	-50752.40	-35.2%	
Other Org. Average	# of Sources		126,070.58	137,694.44	149,318.30	18%			18252.43	12.6%	6826.56	4.6%	-4995.30	-3.5%	
Other Org. Median	8		129,508.50	137,915.00	143,454.00	11%			14814.50	10.3%	6408.00	4.4%	869.00	0.6%	
Director of Child Nutrition Services															
<i>EMS Benchmark: Director of Child Nutrition Services</i>															
Oxnard School District	Director of Child Nutrition Services	8/25/21	90,514.00	99,025.50	107,537.00	19%	Steps	3	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Director, Child Nutrition	7/1/21	99,875.00	112,800.00	125,725.00	30%	Steps	5	-9361.00	-10.3%	-13774.50	-13.9%	-18188.00	-16.9%	
Hueneme Elementary School District	Director, Food Services	3/1/21	92,316.00	102,252.00	112,188.00	22%	Steps	5	-1802.00	-2.0%	-3226.50	-3.3%	-4651.00	-4.3%	
Ocean View Elementary School District	Director, Nutrition Services	11/9/21	80,448.00	89,117.00	97,786.00	22%	Steps	5	10066.00	11.1%	9908.50	10.0%	9751.00	9.1%	
Oxnard Union High School District	Director Nutrition Services	7/1/21	104,748.00	116,096.00	127,444.00	22%	Steps	6	-14234.00	-15.7%	-17070.50	-17.2%	-19907.00	-18.5%	
Rio School District	Director of Child Nutrition & Wellness	7/1/21	82,812.00	91,740.00	100,668.00	22%	Steps	4	7702.00	8.5%	7285.50	7.4%	6869.00	6.4%	
Santa Paula Unified School District	Director, Child Nutrition	7/1/21	86,523.00	93,873.00	101,223.00	17%	Steps	5	3991.00	4.4%	5152.50	5.2%	6314.00	5.9%	
Simi Valley Unified School District	Director, Child Nutrition	12/1/20	82,779.00	92,419.00	102,059.00	23%	Steps	5	7735.00	8.5%	6606.50	6.7%	5478.00	5.1%	
Ventura Unified School District	Director, Food & Nutrition Services	7/1/21	87,048.00	97,848.00	108,648.00	25%	Steps	5	3466.00	3.8%	1177.50	1.2%	-1111.00	-1.0%	
Other Org. Average	# of Sources		89,568.63	99,518.13	109,467.63	22%			945.38	1.0%	-492.63	-0.5%	-1930.63	-1.8%	
Other Org. Median	8		86,785.50	95,860.50	105,353.50	21%			3728.50	4.1%	3165.00	3.2%	2183.50	2.0%	
Director of Facilities															
<i>EMS Benchmark: Director of Facilities</i>															
Oxnard School District	Director of Facilities	8/25/21	111,496.00	121,980.00	132,464.00	19%	Steps	3	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Director, Maintenance & Operations	7/1/21	99,875.00	112,800.00	125,725.00	30%	Steps	5	11621.00	10.4%	9180.00	7.5%	6739.00	5.1%	
Rio School District	Director of School & System Improvement	7/1/21	122,652.00	132,069.50	141,487.00	15%	Steps	4	-11156.00	-10.0%	-10089.50	-8.3%	-9023.00	-6.8%	
Santa Paula Unified School District	Director, Maintenance and Operations	7/1/21	101,223.00	109,818.50	118,414.00	17%	Steps	5	10273.00	9.2%	12161.50	10.0%	14050.00	10.6%	
Simi Valley Unified School District	Director, Maintenance & Operations	12/1/20	91,834.00	102,599.50	113,365.00	23%	Steps	5	19662.00	17.6%	19380.50	15.9%	19099.00	14.4%	
Ventura Unified School District	Director, Maintenance & Operations	7/1/21	104,700.00	117,696.00	130,692.00	25%	Steps	5	6796.00	6.1%	4284.00	3.5%	1772.00	1.3%	
Ventura County Office of Education	Director of Facilities	7/1/21	128,936.60	152,252.10	175,567.60	36%	Steps	6	-17440.60	-15.6%	-30272.10	-24.8%	-43103.60	-32.5%	
Other Org. Average	# of Sources		108,203.43	121,205.93	134,208.43	24%			3292.57	3.0%	774.07	0.6%	-1744.43	-1.3%	
Other Org. Median	6		102,961.50	115,248.00	128,208.50	25%			8534.50	7.7%	6732.00	5.5%	4255.50	3.2%	
Director of Special Education															
<i>EMS Benchmark: Director of Special Education</i>															
Oxnard School District	Director of Special Education	10/1/21	144,323.00	144,323.00	144,323.00		Steps	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Director - Special Education (210 days)	7/1/21	139,501.00	150,855.50	162,210.00	16%	Steps	5	4822.00	3.3%	-6532.50	-4.5%	-17887.00	-12.4%	
Hueneme Elementary School District	Director(Certificated) (222 days)	3/1/21	126,056.00	133,615.50	141,175.00	12%	Steps	5	18267.00	12.7%	10707.50	7.4%	3148.00	2.2%	
Oxnard Union High School District	Director, Special Education	7/1/21	139,832.47	142,209.99	144,587.51	3%	Steps	6	4490.53	3.1%	2113.01	1.5%	-264.51	-0.2%	
Pleasant Valley School District	Director of Special Education Student Services	7/1/21	112,788.00	124,874.00	136,960.00	21%	Steps	5	31535.00	21.9%	19449.00	13.5%	7363.00	5.1%	
Rio School District	Director, Pupil Personnel Services	7/1/21	122,652.00	132,069.50	141,487.00	15%	Steps	4	21671.00	15.0%	12253.50	8.5%	2836.00	2.0%	
Santa Paula Unified School District	Exec Director - SPED & Student Services	7/1/21	135,430.00	143,713.00	151,996.00	12%	Steps	5	8893.00	6.2%	610.00	0.4%	-7673.00	-5.3%	
Ventura Unified School District	Executive Director , Special Education (225 days)	7/1/21	132,653.00	136,871.00	141,089.00	6%	Steps	4	11670.00	8.1%	7452.00	5.2%	3234.00	2.2%	
Ventura County Office of Education	Executive Director of Special Education	7/1/21	166,285.60	196,357.20	226,428.80	36%	Steps	6	-21962.60	-15.2%	-52034.20	-36.1%	-82105.80	-56.9%	
Other Org. Average	# of Sources		134,399.76	145,070.71	155,741.66	16%			9923.24	6.9%	-747.71	-0.5%	-11418.66	-7.9%	

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Other Org. Median		8	134,041.50	139,540.50	143,037.26	7%			10281.50	7.1%	4782.51	3.3%	1285.75	0.9%	
District Translator															
<i>EMS Benchmark: District Translator</i>															
Oxnard School District	District Translator	10/1/21	21.06	23.33	25.60	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Translator-Interpreter	7/1/21	20.52	22.80	25.08	22%	Steps	5	0.54	2.6%	0.53	2.3%	0.52	2.0%	
Hueneme Elementary School District	Entry Level Translator	6/1/21	18.39	20.39	22.39	22%	Steps	5	2.67	12.7%	2.94	12.6%	3.21	12.5%	
Ocean View Elementary School District	Receptionist/Translator	12/14/21	18.71	20.84	22.97	23%	Steps	5	2.35	11.2%	2.49	10.7%	2.63	10.3%	
Pleasant Valley School District	Bilingual Assistant/Translator	7/1/21	19.81	21.94	24.07	22%	Steps	5	1.25	5.9%	1.39	6.0%	1.53	6.0%	
Rio School District	District Translator	7/1/21	18.30	20.28	22.26	22%	Steps	5	2.76	13.1%	3.05	13.1%	3.34	13.0%	
Simi Valley Unified School District	Translator/Interpreter	5/19/21	18.21	20.22	22.22	22%	Steps	5	2.85	13.5%	3.12	13.4%	3.38	13.2%	
Ventura Unified School District	District Translator	7/1/21	20.58	23.14	25.70	25%	Steps	5	0.48	2.3%	0.19	0.8%	-0.10	-0.4%	
Ventura County Office of Education	Bilingual Translator	7/1/21	23.55	26.43	29.31	24%	Steps	5	-2.49	-11.8%	-3.10	-13.3%	-3.71	-14.5%	
Other Org. Average	# of Sources	19.76	22.00	24.25	23%			1.30	6.2%	1.33	5.7%	1.35	5.3%		
Other Org. Median	8	19.26	21.39	23.52	22%			1.80	8.5%	1.94	8.3%	2.08	8.1%		
Electrician															
<i>EMS Benchmark: Electrician</i>															
Oxnard School District	Electrician	10/1/21	25.62	28.38	31.14	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Maintenance Electrician	7/1/21	27.45	30.46	33.47	22%	Steps	5	-1.83	-7.1%	-2.08	-7.3%	-2.33	-7.5%	
Ocean View Elementary School District	Maintenance Worker II	12/14/21	22.74	25.71	28.67	26%	Steps	5	2.88	11.2%	2.68	9.4%	2.47	7.9%	
Oxnard Union High School District	Maintenance Electrician II	7/1/21	27.37	30.35	33.33	22%	Steps	5	-1.75	-6.8%	-1.97	-6.9%	-2.19	-7.0%	
Pleasant Valley School District	Electrician	7/1/21	26.63	29.44	32.25	21%	Steps	5	-1.01	-3.9%	-1.06	-3.7%	-1.11	-3.6%	
Rio School District	Maintenance Worker III/Electrician	7/1/21	23.93	26.56	29.19	22%	Steps	5	1.69	6.6%	1.82	6.4%	1.95	6.3%	
Santa Paula Unified School District	Skilled Maintenance Worker I	7/1/21	25.62	28.38	31.14	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Simi Valley Unified School District	Maintenance Specialist, Electrician	5/19/21	25.03	27.95	30.86	23%	Steps	5	0.59	2.3%	0.44	1.5%	0.28	0.9%	
Ventura Unified School District	Electrician	7/1/21	23.93	26.90	29.86	25%	Steps	5	1.69	6.6%	1.49	5.2%	1.28	4.1%	
Other Org. Average	# of Sources	25.34	28.22	31.10	23%			0.28	1.1%	0.16	0.6%	0.04	0.1%		
Other Org. Median	8	25.33	28.16	31.00	22%			0.29	1.2%	0.22	0.8%	0.14	0.4%		
Employee Benefits Specialist															
<i>EMS Benchmark: Employee Benefits Specialist</i>															
Oxnard School District	Employee Benefits Specialist	7/1/20	24.39	27.02	29.64	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Benefits Specialist (Match?)	7/1/21	24.32	27.02	29.72	22%	Steps	5	0.07	0.3%	0.00	0.0%	-0.08	-0.3%	
Hueneme Elementary School District	Personnel/Benefits Technician	6/1/21	25.33	28.07	30.80	22%	Steps	5	-0.94	-3.9%	-1.05	-3.9%	-1.16	-3.9%	
Oxnard Union High School District	Insurance Specialist	7/1/21	24.18	26.83	29.48	22%	Steps	5	0.21	0.9%	0.19	0.7%	0.16	0.5%	
Pleasant Valley School District	Employee Benefits Specialist	7/1/21	29.38	32.54	35.70	22%	Steps	5	-4.99	-20.5%	-5.53	-20.5%	-6.06	-20.4%	
Simi Valley Unified School District	Benefit Plans Coordinator	5/19/21	24.34	27.12	29.89	23%	Steps	5	0.05	0.2%	-0.10	-0.4%	-0.25	-0.8%	
Ventura Unified School District	Employee Benefits Specialist	7/1/21	21.89	24.61	27.33	25%	Steps	5	2.50	10.3%	2.41	8.9%	2.31	7.8%	
Ventura County Office of Education	Payroll/Benefits Specialist	7/1/21	30.07	33.74	37.41	24%	Steps	5	-5.68	-23.3%	-6.72	-24.9%	-7.77	-26.2%	
Other Org. Average	# of Sources	25.64	28.56	31.48	23%			-1.25	-5.1%	-1.55	-5.7%	-1.84	-6.2%		
Other Org. Median	7	24.34	27.12	29.89	23%			0.05	0.2%	-0.10	-0.4%	-0.25	-0.8%		
Executive Assistant, Business and Fiscal Services															
<i>EMS Benchmark: Executive Assistant, Business and Fiscal Services</i>															
Oxnard School District	Executive Assistant, Business and Fiscal Services	10/1/21	27.14	30.65	34.15	26%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Senior Administrative Assistant	7/1/21	27.16	30.15	33.13	22%	Steps	5	-0.02	-0.1%	0.50	1.6%	1.02	3.0%	
Hueneme Elementary School District	Executive Secretary (Conf)	3/1/21	28.06	29.59	31.12	11%	Steps	5	-0.92	-3.4%	1.06	3.4%	3.03	8.9%	
Ocean View Elementary School District	Executive Administrative Assistant (conf)	12/14/21	31.70	35.19	38.68	22%	Steps	5	-4.56	-16.8%	-4.55	-14.8%	-4.53	-13.3%	
Pleasant Valley School District	Administrative Assistant - Business	7/1/21	24.69	27.39	30.08	22%	Steps	5	2.45	9.0%	3.26	10.6%	4.07	11.9%	
Santa Paula Unified School District	Executive Assistant (Conf)	7/1/21	29.25	31.73	34.20	17%	Steps	5	-2.11	-7.8%	-1.08	-3.5%	-0.05	-0.1%	
Ventura Unified School District	Executive Assistant	7/1/21	24.69	27.76	30.83	25%	Steps	5	2.45	9.0%	2.89	9.4%	3.32	9.7%	
Ventura County Office of Education	Executive Assistant	7/1/21	31.57	35.43	39.28	24%	Steps	5	-4.43	-16.3%	-4.78	-15.6%	-5.13	-15.0%	
Other Org. Average	# of Sources	28.16	31.03	33.90	20%			-1.02	-3.8%	-0.39	-1.3%	0.25	0.7%		
Other Org. Median	7	28.06	30.15	33.13	18%			-0.92	-3.4%	0.50	1.6%	1.02	3.0%		
Grounds Maintenance Worker I															
<i>EMS Benchmark: Grounds Maintenance Worker I</i>															
Oxnard School District	Grounds Maintenance Worker I	10/1/21	19.10	21.16	23.22	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Groundskeeper	7/1/21	19.74	21.93	24.12	22%	Steps	5	-0.64	-3.4%	-0.77	-3.6%	-0.90	-3.9%	

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Hueneme Elementary School District	Groundskeeper	6/1/21	19.85	21.99	24.13	22%	Steps	5	-0.75	-3.9%	-0.83	-3.9%	-0.91	-3.9%	
Ocean View Elementary School District	Grounds/Maintenance Worker	12/14/21	19.99	22.20	24.40	22%	Steps	5	-0.89	-4.7%	-1.04	-4.9%	-1.18	-5.1%	
Oxnard Union High School District	Grounds Maintenance Worker	7/1/21	19.85	22.02	24.18	22%	Steps	5	-0.75	-3.9%	-0.86	-4.0%	-0.96	-4.1%	
Pleasant Valley School District	Grounds Maintenance Worker I	7/1/21	19.81	21.94	24.07	22%	Steps	5	-0.71	-3.7%	-0.78	-3.7%	-0.85	-3.7%	
Rio School District	Grounds Worker I	7/1/21	18.30	20.28	22.26	22%	Steps	5	0.80	4.2%	0.88	4.2%	0.96	4.1%	
Santa Paula Unified School District	Grounds Maintenance Worker I	7/1/21	21.33	23.63	25.93	22%	Steps	5	-2.23	-11.7%	-2.47	-11.7%	-2.71	-11.7%	
Simi Valley Unified School District	Groundskeeper II	5/19/21	18.51	20.52	22.53	22%	Steps	5	0.59	3.1%	0.64	3.0%	0.69	3.0%	
Ventura Unified School District	Grounds Maintenance Worker I	7/1/21	20.17	22.67	25.17	25%	Steps	5	-1.07	-5.6%	-1.51	-7.1%	-1.95	-8.4%	
Other Org. Average		# of Sources	19.73	21.91	24.09	22%			-0.63	-3.3%	-0.75	-3.5%	-0.87	-3.7%	
Other Org. Median		9	19.85	21.99	24.13	22%			-0.75	-3.9%	-0.83	-3.9%	-0.91	-3.9%	
Health Assistant															
<i>EMS Benchmark: Health Assistant</i>															
Oxnard School District	Health Assistant	10/1/21	18.21	20.17	22.13	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Health Clerk	7/1/21	17.72	19.67	21.62	22%	Steps	5	0.49	2.7%	0.50	2.5%	0.51	2.3%	
Hueneme Elementary School District	Health Clerk	6/1/21	18.39	20.39	22.39	22%	Steps	5	-0.18	-1.0%	-0.22	-1.1%	-0.26	-1.2%	
Ocean View Elementary School District	District Health Clerk	12/14/21	18.71	20.84	22.97	23%	Steps	5	-0.50	-2.7%	-0.67	-3.3%	-0.84	-3.8%	
Oxnard Union High School District	Health Office Technician	7/1/21	18.74	20.80	22.86	22%	Steps	5	-0.53	-2.9%	-0.63	-3.1%	-0.73	-3.3%	
Pleasant Valley School District	Health Technician	7/1/21	18.39	20.37	22.34	21%	Steps	5	-0.18	-1.0%	-0.20	-1.0%	-0.21	-0.9%	
Santa Paula Unified School District	Health Specialist	7/1/21	20.57	22.79	25.00	22%	Steps	5	-2.36	-13.0%	-2.62	-13.0%	-2.87	-13.0%	
Simi Valley Unified School District	Health Services Assistant	5/19/21	15.55	17.24	18.93	22%	Steps	5	2.66	14.6%	2.93	14.5%	3.20	14.5%	
Ventura Unified School District	Health Technician	7/1/21	19.13	21.51	23.89	25%	Steps	5	-0.92	-5.1%	-1.34	-6.6%	-1.76	-8.0%	
Ventura County Office of Education	Health Services Assistant	7/1/21	20.35	22.84	25.33	24%	Steps	5	-2.14	-11.8%	-2.67	-13.2%	-3.20	-14.5%	
Other Org. Average		# of Sources	18.62	20.72	22.81	23%			-0.41	-2.2%	-0.55	-2.7%	-0.68	-3.1%	
Other Org. Median		9	18.71	20.80	22.86	22%			-0.50	-2.7%	-0.63	-3.1%	-0.73	-3.3%	
Human Resources Analyst															
<i>EMS Benchmark: Human Resources Analyst</i>															
Oxnard School District	Human Resources Analyst	10/1/21	27.14	30.65	34.15	26%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Human Resources Specialist	7/1/21	25.57	28.40	31.22	22%	Steps	5	1.57	5.8%	2.25	7.3%	2.93	8.6%	
Oxnard Union High School District	Human Resources Analyst (Conf)	7/1/21	27.96	30.91	33.86	21%	Steps	5	-0.82	-3.0%	-0.27	-0.9%	0.29	0.8%	
Pleasant Valley School District	HR Specialist	7/1/21	24.69	27.39	30.08	22%	Steps	5	2.45	9.0%	3.26	10.6%	4.07	11.9%	
Rio School District	Human Resources Specialist (Conf)	7/1/21	26.03	29.21	32.38	24%	Steps	5	1.11	4.1%	1.44	4.7%	1.77	5.2%	
Santa Paula Unified School District	HR Analyst - Classified (Conf)	7/1/21	30.39	33.66	36.93	22%	Steps	5	-3.25	-12.0%	-3.02	-9.8%	-2.78	-8.1%	
Simi Valley Unified School District	Human Resources Analyst (conf)	5/19/21	29.30	32.70	36.09	23%	Steps	5	-2.16	-8.0%	-2.05	-6.7%	-1.94	-5.7%	
Ventura Unified School District	Human Resources Analyst	7/1/21	24.59	27.65	30.71	25%	Steps	5	2.55	9.4%	3.00	9.8%	3.44	10.1%	
Other Org. Average		# of Sources	26.93	29.99	33.04	23%			0.21	0.8%	0.66	2.2%	1.11	3.3%	
Other Org. Median		7	26.03	29.21	32.38	24%			1.11	4.1%	1.44	4.7%	1.77	5.2%	
Human Resources Assistant															
<i>EMS Benchmark: Human Resources Assistant</i>															
Oxnard School District	Human Resources Assistant	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Human Resources Assistant	7/1/21	19.05	21.08	23.10	21%	Steps	5	1.52	7.4%	1.71	7.5%	1.90	7.6%	
Oxnard Union High School District	Human Resources Assistant (Conf)	7/1/21	22.31	24.76	27.21	22%	Steps	5	-1.74	-8.5%	-1.98	-8.7%	-2.21	-8.8%	
Pleasant Valley School District	HR Assistant	7/1/21	19.81	21.94	24.07	22%	Steps	5	0.76	3.7%	0.85	3.7%	0.93	3.7%	
Rio School District	Human Resources Assistant (Conf)	7/1/21	23.47	26.00	28.53	22%	Steps	5	-2.90	-14.1%	-3.22	-14.1%	-3.53	-14.1%	
Santa Paula Unified School District	Human Resources Assistant-Classified	7/1/21	21.07	23.35	25.62	22%	Steps	5	-0.50	-2.4%	-0.56	-2.5%	-0.62	-2.5%	
Simi Valley Unified School District	Human Resources Assistant III	5/19/21	19.91	22.16	24.41	23%	Steps	5	0.66	3.2%	0.63	2.7%	0.59	2.4%	
Ventura Unified School District	Human Resources Assistant	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%	
Ventura County Office of Education	Human Resources Assistant	7/1/21	25.97	29.15	32.32	24%	Steps	5	-5.40	-26.3%	-6.36	-27.9%	-7.32	-29.3%	
Other Org. Average		# of Sources	21.47	23.89	26.30	23%			-0.90	-4.4%	-1.10	-4.8%	-1.30	-5.2%	
Other Org. Median		8	20.62	23.01	25.40	23%			-0.05	-0.2%	-0.22	-1.0%	-0.40	-1.6%	
Human Resources Technician															
<i>EMS Benchmark: Human Resources Technician</i>															
Oxnard School District	Human Resources Technician	10/1/21	22.12	24.50	26.88	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Human Resources Technician	7/1/21	22.03	24.45	26.86	22%	Steps	5	0.09	0.4%	0.05	0.2%	0.02	0.1%	
Pleasant Valley School District	HR Technician	7/1/21	20.82	23.05	25.28	21%	Steps	5	1.30	5.9%	1.45	5.9%	1.60	6.0%	
Ventura Unified School District	Human Resources Technician	7/1/21	21.89	24.61	27.33	25%	Steps	5	0.23	1.0%	-0.11	-0.4%	-0.45	-1.7%	
Other Org. Average		# of Sources	21.58	24.04	26.49	23%			0.54	2.4%	0.47	1.9%	0.39	1.5%	

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Other Org. Median		3	21.89	24.45	26.86	23%			0.23	1.0%	0.05	0.2%	0.02	0.1%
Information Systems Data Technician														
<i>EMS Benchmark: Information Systems Data Technician</i>														
Oxnard School District	Information Systems Data Technician	10/1/21	25.62	28.38	31.14	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Student Support Services Technician	7/1/21	22.03	24.51	26.98	22%	Steps	5	3.59	14.0%	3.88	13.7%	4.16	13.4%
Ocean View Elementary School District	Data Specialist	12/14/21	24.65	27.31	29.97	22%	Steps	5	0.97	3.8%	1.07	3.8%	1.17	3.8%
Oxnard Union High School District	Infor Tech Support Technician I	7/1/21	24.78	27.49	30.20	22%	Steps	5	0.84	3.3%	0.89	3.1%	0.94	3.0%
Pleasant Valley School District	Information Systems Analyst	7/1/21	29.38	32.54	35.70	22%	Steps	5	-3.76	-14.7%	-4.16	-14.7%	-4.56	-14.6%
Rio School District	Senior Student Infor Systems Specialist	7/1/21	23.93	26.56	29.19	22%	Steps	5	1.69	6.6%	1.82	6.4%	1.95	6.3%
Simi Valley Unified School District	Student Data System Specialist	5/19/21	27.09	29.25	31.40	16%	Steps	5	-1.47	-5.7%	-0.86	-3.0%	-0.26	-0.8%
Ventura Unified School District	Student Data Specialist II	7/1/21	25.32	28.47	31.61	25%	Steps	5	0.30	1.2%	-0.08	-0.3%	-0.47	-1.5%
Other Org. Average		# of Sources	25.31	28.02	30.72	21%			0.31	1.2%	0.36	1.3%	0.42	1.3%
Other Org. Median		7	24.78	27.49	30.20	22%			0.84	3.3%	0.89	3.1%	0.94	3.0%
Instructional Assistant, RSP														
<i>EMS Benchmark: Instructional Assistant, RSP</i>														
Oxnard School District	Instructional Assistant, RSP	10/1/21	16.93	18.76	20.58	22%	Steps	0	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Paraprofessional- Classroom	7/1/21	16.02	17.80	19.58	22%	Steps	5	0.91	5.4%	0.96	5.1%	1.00	4.9%
Ocean View Elementary School District	Instructional Assistant Special Education	12/14/21	15.67	16.90	18.12	16%	Steps	5	1.26	7.4%	1.86	9.9%	2.46	12.0%
Oxnard Union High School District	Instructional Aide - Paraprofessional I	7/1/21	17.45	19.36	21.26	22%	Steps	5	-0.52	-3.1%	-0.60	-3.2%	-0.68	-3.3%
Pleasant Valley School District	Instructional Assistant Sp Ed	7/1/21	16.25	18.00	19.75	22%	Steps	5	0.68	4.0%	0.75	4.0%	0.83	4.0%
Rio School District	Instructional Assistant	7/1/21	17.84	19.77	21.70	22%	Steps	5	-0.91	-5.4%	-1.02	-5.4%	-1.12	-5.4%
Ventura County Office of Education	ParaEducator	7/1/21	21.98	24.67	27.36	24%	Steps	5	-5.05	-29.8%	-5.92	-31.5%	-6.78	-32.9%
Other Org. Average		# of Sources	17.54	19.42	21.30	21%			-0.61	-3.6%	-0.66	-3.5%	-0.72	-3.5%
Other Org. Median		6	16.85	18.68	20.51	22%			0.08	0.5%	0.08	0.4%	0.07	0.4%
Instructional Assistant, SH/B														
<i>EMS Benchmark: Instructional Assistant, SH/B</i>														
Oxnard School District	Instructional Assistant, SH/B	10/1/21	17.76	19.68	21.59	22%	Steps	0	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Paraprofessional III	7/1/21	17.88	19.87	21.85	22%	Steps	5	-0.12	-0.7%	-0.19	-1.0%	-0.26	-1.2%
Ocean View Elementary School District	Instructional Assistant Physically Handicapped	12/14/21	16.27	17.93	19.59	20%	Steps	5	1.49	8.4%	1.75	8.9%	2.00	9.3%
Pleasant Valley School District	Instructional Assistant Sp Ed II	7/1/21	16.67	18.46	20.24	21%	Steps	5	1.09	6.1%	1.22	6.2%	1.35	6.3%
Rio School District	Instructional Specialist - Behavior	7/1/21	19.77	21.85	23.93	21%	Steps	5	-2.01	-11.3%	-2.18	-11.1%	-2.34	-10.8%
Other Org. Average		# of Sources	17.65	19.53	21.40	21%			0.11	0.6%	0.15	0.8%	0.19	0.9%
Other Org. Median		4	17.28	19.16	21.05	22%			0.49	2.7%	0.52	2.6%	0.54	2.5%
Intermediate School Secretary														
<i>EMS Benchmark: Intermediate School Secretary</i>														
Oxnard School District	Intermediate School Secretary	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Senior Secretary I	7/1/21	24.74	27.40	30.06	22%	Steps	5	-4.17	-20.3%	-4.62	-20.3%	-5.06	-20.2%
Pleasant Valley School District	Staff Secretary	7/1/21	19.81	21.94	24.07	22%	Steps	5	0.76	3.7%	0.85	3.7%	0.93	3.7%
Ventura Unified School District	School Support Secretary	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Other Org. Average		# of Sources	21.57	24.00	26.43	23%			-1.00	-4.9%	-1.22	-5.3%	-1.43	-5.7%
Other Org. Median		3	20.17	22.67	25.17	25%			0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Irrigation Specialist														
<i>EMS Benchmark: Irrigation Specialist</i>														
Oxnard School District	Irrigation Specialist	10/1/21	23.21	25.72	28.22	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Irrigation Technician	7/1/21	23.60	26.22	28.84	22%	Steps	5	-0.39	-1.7%	-0.50	-2.0%	-0.62	-2.2%
Simi Valley Unified School District	Maintenance Specialist, Irrigation Systems	5/19/21	23.08	25.72	28.35	23%	Steps	5	0.13	0.6%	0.00	0.0%	-0.13	-0.5%
Ventura Unified School District	Sprinkler Systems Technician	7/1/21	21.89	24.61	27.33	25%	Steps	5	1.32	5.7%	1.11	4.3%	0.89	3.2%
Other Org. Average		# of Sources	22.86	25.52	28.17	23%			0.35	1.5%	0.20	0.8%	0.05	0.2%
Other Org. Median		3	23.08	25.72	28.35	23%			0.13	0.6%	0.00	0.0%	-0.13	-0.5%
Lead Custodian														
<i>EMS Benchmark: Lead Custodian</i>														
Oxnard School District	Lead Custodian	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Lead Custodian	7/1/21	21.62	23.99	26.36	22%	Steps	5	-1.05	-5.1%	-1.21	-5.3%	-1.36	-5.4%
Oxnard Union High School District	Lead Custodian	7/1/21	21.37	23.71	26.04	22%	Steps	5	-0.80	-3.9%	-0.92	-4.0%	-1.04	-4.2%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Pleasant Valley School District	Lead Custodian	7/1/21	20.82	23.05	25.28	21%	Steps	5	-0.25	-1.2%	-0.27	-1.2%	-0.28	-1.1%
Santa Paula Unified School District	Lead Custodian	7/1/21	22.41	24.82	27.23	22%	Steps	5	-1.84	-8.9%	-2.04	-8.9%	-2.23	-8.9%
Simi Valley Unified School District	Custodian Specialist	5/19/21	19.70	21.94	24.18	23%	Steps	5	0.87	4.2%	0.85	3.7%	0.82	3.3%
Ventura Unified School District	Lead Custodian	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Other Org. Average		# of Sources	21.02	23.36	25.71	22%			-0.45	-2.2%	-0.58	-2.5%	-0.71	-2.8%
Other Org. Median		6	21.10	23.38	25.66	22%			-0.52	-2.6%	-0.59	-2.6%	-0.66	-2.6%
Library Media Technician/EL														
<i>EMS Benchmark: Library Media Technician/EL</i>														
Oxnard School District	Library Media Technician/EL	10/1/21	19.60	21.71	23.82	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Library Technician	7/1/21	19.58	21.72	23.86	22%	Steps	5	0.02	0.1%	-0.01	0.0%	-0.04	-0.2%
Hueneme Elementary School District	Library Clerk	6/1/21	17.96	19.92	21.88	22%	Steps	5	1.64	8.4%	1.79	8.2%	1.94	8.1%
Ocean View Elementary School District	Library Clerk	12/14/21	17.01	18.82	20.63	21%	Steps	5	2.59	13.2%	2.89	13.3%	3.19	13.4%
Rio School District	Library Clerk/Elementary	7/1/21	15.10	16.65	18.20	21%	Steps	5	4.50	23.0%	5.06	23.3%	5.62	23.6%
Santa Paula Unified School District	Library Media Specialist	7/1/21	20.57	22.79	25.00	22%	Steps	5	-0.97	-4.9%	-1.08	-5.0%	-1.18	-5.0%
Simi Valley Unified School District	Library Media Technician	5/19/21	17.86	19.85	21.84	22%	Steps	5	1.74	8.9%	1.86	8.6%	1.98	8.3%
Ventura Unified School District	Library Technician I	7/1/21	18.75	21.08	23.41	25%	Steps	5	0.85	4.3%	0.63	2.9%	0.41	1.7%
Other Org. Average		# of Sources	18.12	20.12	22.12	22%			1.48	7.6%	1.59	7.3%	1.70	7.1%
Other Org. Median		7	17.96	19.92	21.88	22%			1.64	8.4%	1.79	8.2%	1.94	8.1%
Maintenance Manager														
<i>EMS Benchmark: Maintenance Manager</i>														
Oxnard School District	Maintenance Manager	8/25/21	66,171.00	72,400.00	78,629.00	19%	Steps	3	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Maintenance Supervisor - Trades	7/1/21	64,464.00	78,492.00	92,520.00	44%	Steps	5	1707.00	2.6%	-6092.00	-8.4%	-13891.00	-17.7%
Simi Valley Unified School District	Maintenance Manager	5/19/21	73,091.00	81,536.00	89,981.00	23%	Steps	5	-6920.00	-10.5%	-9136.00	-12.6%	-11352.00	-14.4%
Ventura Unified School District	Facilities Manager	7/1/21	56,844.00	63,900.00	70,956.00	25%	Steps	5	9327.00	14.1%	8500.00	11.7%	7673.00	9.8%
Other Org. Average		# of Sources	64,799.67	74,642.67	84,485.67	30%			1371.33	2.1%	-2242.67	-3.1%	-5856.67	-7.4%
Other Org. Median		3	64,464.00	78,492.00	89,981.00	40%			1707.00	2.6%	-6092.00	-8.4%	-11352.00	-14.4%
Maintenance Worker I														
<i>EMS Benchmark: Maintenance Worker I</i>														
Oxnard School District	Maintenance Worker I	10/1/21	19.60	21.71	23.82	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Pleasant Valley School District	Maintenance Worker	7/1/21	21.32	23.61	25.90	21%	Steps	5	-1.72	-8.8%	-1.90	-8.8%	-2.08	-8.7%
Rio School District	Maintenance Worker I	7/1/21	19.77	21.85	23.93	21%	Steps	5	-0.17	-0.9%	-0.14	-0.6%	-0.11	-0.5%
Simi Valley Unified School District	Maintenance Technician	5/19/21	20.85	23.21	25.56	23%	Steps	5	-1.25	-6.4%	-1.50	-6.9%	-1.74	-7.3%
Ventura Unified School District	Trades Maintenance Worker I	7/1/21	20.17	22.67	25.17	25%	Steps	5	-0.57	-2.9%	-0.96	-4.4%	-1.35	-5.7%
Other Org. Average		# of Sources	20.53	22.83	25.14	22%			-0.93	-4.7%	-1.12	-5.2%	-1.32	-5.5%
Other Org. Median		4	20.51	22.94	25.37	24%			-0.91	-4.6%	-1.23	-5.7%	-1.55	-6.5%
Maintenance Worker II														
<i>EMS Benchmark: Maintenance Worker II</i>														
Oxnard School District	Maintenance Worker II	10/1/21	22.67	25.12	27.56	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Maintenance Worker II	7/1/21	23.86	26.50	29.14	22%	Steps	5	-1.19	-5.2%	-1.39	-5.5%	-1.58	-5.7%
Ocean View Elementary School District	Maintenance Worker II	12/14/21	22.74	25.71	28.67	26%	Steps	5	-0.07	-0.3%	-0.59	-2.3%	-1.11	-4.0%
Pleasant Valley School District	Senior Maintenance Worker	7/1/21	22.98	25.43	27.88	21%	Steps	5	-0.31	-1.4%	-0.31	-1.3%	-0.32	-1.2%
Rio School District	Maintenance Worker II	7/1/21	21.17	23.48	25.78	22%	Steps	5	1.50	6.6%	1.64	6.5%	1.78	6.5%
Santa Paula Unified School District	Skilled Maintenance Worker II	7/1/21	25.62	28.38	31.14	22%	Steps	5	-2.95	-13.0%	-3.27	-13.0%	-3.58	-13.0%
Simi Valley Unified School District	Skilled Maintenance Specialist	5/19/21	22.84	25.43	28.02	23%	Steps	5	-0.17	-0.7%	-0.31	-1.3%	-0.46	-1.7%
Ventura Unified School District	Trades Maintenance Worker I	7/1/21	21.89	24.61	27.33	25%	Steps	5	0.78	3.4%	0.51	2.0%	0.23	0.8%
Ventura County Office of Education	Maintenance Worker	7/1/21	28.63	32.13	35.63	24%	Steps	5	-5.96	-26.3%	-7.02	-27.9%	-8.07	-29.3%
Other Org. Average		# of Sources	23.72	26.46	29.20	23%			-1.05	-4.6%	-1.34	-5.3%	-1.64	-5.9%
Other Org. Median		8	22.91	25.57	28.35	24%			-0.24	-1.1%	-0.45	-1.8%	-0.79	-2.8%
Network Systems Analyst														
<i>EMS Benchmark: Network Systems Analyst</i>														
Oxnard School District	Network Systems Analyst	10/1/21	37.80	41.87	45.94	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Network Engineer	7/1/21	39.23	43.48	47.73	22%	Steps	5	-1.43	-3.8%	-1.61	-3.8%	-1.79	-3.9%
Ocean View Elementary School District	Systems Administrator	11/9/21	40.99	46.03	51.07	25%	Steps	5	-3.19	-8.4%	-4.16	-9.9%	-5.13	-11.2%
Pleasant Valley School District	Network Systems Engineer	7/1/21	36.66	40.63	44.59	22%	Steps	5	1.14	3.0%	1.25	3.0%	1.35	2.9%
Rio School District	Network Systems Administrator	7/1/21	26.41	29.23	32.05	21%	Steps	5	11.39	30.1%	12.64	30.2%	13.89	30.2%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Simi Valley Unified School District	Network Engineer	5/19/21	33.93	37.88	41.83	23%	Steps	5	3.87	10.2%	3.99	9.5%	4.11	8.9%
Ventura Unified School District	Network and Systems Specialist	7/1/21	27.52	30.89	34.25	24%	Steps	5	10.28	27.2%	10.99	26.2%	11.69	25.4%
Ventura County Office of Education	Network Administrator	7/1/21	42.30	47.47	52.64	24%	Steps	5	-4.50	-11.9%	-5.60	-13.4%	-6.70	-14.6%
Other Org. Average		# of Sources	35.29	39.37	43.45	23%			2.51	6.6%	2.50	6.0%	2.49	5.4%
Other Org. Median		7	36.66	40.63	44.59	22%			1.14	3.0%	1.25	3.0%	1.35	2.9%
Office Assistant II														
<i>EMS Benchmark: Office Assistant II</i>														
Oxnard School District	Office Assistant II	7/1/20	18.21	20.17	22.13	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Office Assistant III	7/1/21	20.52	23.05	25.58	25%	Steps	5	-2.31	-12.7%	-2.88	-14.3%	-3.45	-15.6%
Ocean View Elementary School District	Clerk Typist II	12/14/21	18.71	20.84	22.97	23%	Steps	5	-0.50	-2.7%	-0.67	-3.3%	-0.84	-3.8%
Pleasant Valley School District	Office Assistant	7/1/21	17.07	18.91	20.74	21%	Steps	5	1.14	6.3%	1.27	6.3%	1.39	6.3%
Simi Valley Unified School District	School Services Assistant II	5/19/21	15.86	17.51	19.16	21%	Steps	5	2.35	12.9%	2.66	13.2%	2.97	13.4%
Ventura Unified School District	Office Assistant	7/1/21	18.75	21.08	23.41	25%	Steps	5	-0.54	-3.0%	-0.91	-4.5%	-1.28	-5.8%
Ventura County Office of Education	School Office Assistant	7/1/21	21.37	23.98	26.59	24%	Steps	5	-3.16	-17.4%	-3.81	-18.9%	-4.46	-20.2%
Other Org. Average		# of Sources	18.71	20.89	23.08	23%			-0.50	-2.8%	-0.72	-3.6%	-0.95	-4.3%
Other Org. Median		6	18.73	20.96	23.19	24%			-0.52	-2.9%	-0.79	-3.9%	-1.06	-4.8%
Office Assistant III														
<i>EMS Benchmark: Office Assistant III</i>														
Oxnard School District	Office Assistant III	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Secretary	7/1/21	20.52	23.05	25.58	25%	Steps	5	0.05	0.2%	-0.26	-1.2%	-0.58	-2.3%
Santa Paula Unified School District	Office Assistant	7/1/21	19.34	21.43	23.52	22%	Steps	5	1.23	6.0%	1.36	5.9%	1.48	5.9%
Simi Valley Unified School District	School Services Assistant III	5/19/21	17.37	19.32	21.26	22%	Steps	5	3.20	15.6%	3.47	15.2%	3.74	15.0%
Ventura Unified School District	Senior Office Assistant	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Other Org. Average		# of Sources	19.35	21.62	23.88	23%			1.22	5.9%	1.17	5.1%	1.12	4.5%
Other Org. Median		4	19.76	22.05	24.35	23%			0.81	4.0%	0.73	3.2%	0.66	2.6%
Paraeducator I														
<i>EMS Benchmark: Paraeducator I</i>														
Oxnard School District	Paraeducator I	10/1/21	16.51	18.29	20.07	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Hueneme Elementary School District	ParaProfessional/Physically Handicapped	6/1/21	16.65	18.47	20.29	22%	Steps	5	-0.14	-0.8%	-0.18	-1.0%	-0.22	-1.1%
Ocean View Elementary School District	Instructional Assistant - Special Ed	12/14/21	15.67	16.52	17.37	11%	Steps	5	0.84	5.1%	1.77	9.7%	2.70	13.5%
Pleasant Valley School District	Instructional Assistant Sp Ed	7/1/21	16.25	18.00	19.75	22%	Steps	5	0.26	1.6%	0.29	1.6%	0.32	1.6%
Rio School District	Instructional Assistant -Special Ed	7/1/21	18.30	20.28	22.26	22%	Steps	5	-1.79	-10.8%	-1.99	-10.9%	-2.19	-10.9%
Santa Paula Unified School District	Instructional Assistant - Special Ed	7/1/21	18.20	20.16	22.12	22%	Steps	5	-1.69	-10.2%	-1.87	-10.2%	-2.05	-10.2%
Simi Valley Unified School District	Paraeducator I, Special Education	5/19/21	15.20	16.86	18.51	22%	Steps	5	1.31	7.9%	1.44	7.8%	1.56	7.8%
Ventura Unified School District	Paraeducator I	7/1/21	17.37	19.29	21.20	22%	Steps	5	-0.86	-5.2%	-1.00	-5.4%	-1.13	-5.6%
Other Org. Average		# of Sources	16.81	18.51	20.21	20%			-0.30	-1.8%	-0.22	-1.2%	-0.14	-0.7%
Other Org. Median		7	16.65	18.47	20.29	22%			-0.14	-0.8%	-0.18	-1.0%	-0.22	-1.1%
Paraeducator II														
<i>EMS Benchmark: Paraeducator II</i>														
Oxnard School District	Paraeducator II	10/1/21	17.33	19.20	21.07	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Paraeducator II (1)	7/1/21	17.02	18.89	20.75	22%	Steps	5	0.31	1.8%	0.32	1.6%	0.32	1.5%
Ocean View Elementary School District	Instructional Assistant - Physically Handicapped	12/14/21	16.27	17.25	18.22	12%	Steps	5	1.06	6.1%	1.96	10.2%	2.85	13.5%
Rio School District	Instructional Assistant -Special Ed	7/1/21	18.30	20.28	22.26	22%	Steps	5	-0.97	-5.6%	-1.08	-5.6%	-1.19	-5.6%
Santa Paula Unified School District	Instructional Assistant - Special Ed	7/1/21	18.20	20.16	22.12	22%	Steps	5	-0.87	-5.0%	-0.96	-5.0%	-1.05	-5.0%
Simi Valley Unified School District	Paraeducator II, Special Education	5/19/21	17.37	19.33	21.29	23%	Steps	5	-0.04	-0.2%	-0.13	-0.7%	-0.22	-1.0%
Ventura Unified School District	Paraeducator II	7/1/21	17.87	20.09	22.31	25%	Steps	5	-0.54	-3.1%	-0.89	-4.6%	-1.24	-5.9%
Other Org. Average		# of Sources	17.51	19.33	21.16	21%			-0.18	-1.0%	-0.13	-0.7%	-0.09	-0.4%
Other Org. Median		6	17.62	19.71	21.71	23%			-0.29	-1.7%	-0.51	-2.7%	-0.63	-3.0%
Paraeducator III														
<i>EMS Benchmark: Paraeducator III</i>														
Oxnard School District	Paraeducator III	10/1/21	17.76	19.68	21.59	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Paraeducator IV	7/1/21	22.03	24.46	26.89	22%	Steps	5	-4.27	-24.0%	-4.79	-24.3%	-5.30	-24.5%
Pleasant Valley School District	Instructional Assistant Sp Ed II	7/1/21	16.67	18.46	20.24	21%	Steps	5	1.09	6.1%	1.22	6.2%	1.35	6.3%
Rio School District	Instructional Specialist - Behavior	7/1/21	19.77	21.85	23.93	21%	Steps	5	-2.01	-11.3%	-2.18	-11.1%	-2.34	-10.8%
Santa Paula Unified School District	Instructional Assistant - Severely Disabled	7/1/21	18.66	20.67	22.68	22%	Steps	5	-0.90	-5.1%	-1.00	-5.1%	-1.09	-5.0%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Simi Valley Unified School District	Instructional Support Specialist (B)	5/19/21	18.21	20.22	22.22	22%	Steps	5	-0.45	-2.5%	-0.54	-2.7%	-0.63	-2.9%	
Ventura Unified School District	Paraeducator III	7/1/21	18.39	20.68	22.96	25%	Steps	5	-0.63	-3.5%	-1.00	-5.1%	-1.37	-6.3%	
Other Org. Average		# of Sources	18.96	21.05	23.15	22%			-1.20	-6.7%	-1.38	-7.0%	-1.56	-7.2%	
Other Org. Median		6	18.53	20.67	22.82	23%			-0.76	-4.3%	-1.00	-5.1%	-1.23	-5.7%	
Paraeducator, Hearing Impaired															
<i>EMS Benchmark: Paraeducator, Hearing Impaired</i>															
Oxnard School District	Paraeducator, Hearing Impaired	10/1/21	23.82	26.39	28.95	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Sign Language Interpreter	7/1/21	34.12	37.64	41.16	21%	Steps	5	-10.30	-43.2%	-11.26	-42.7%	-12.21	-42.2%	
Oxnard Union High School District	Paraeducator V (H.I Interpreter)	7/1/21	24.38	27.10	29.81	22%	Steps	5	-0.56	-2.4%	-0.71	-2.7%	-0.86	-3.0%	
Pleasant Valley School District	Sign Language Interpreter	7/1/21	21.32	23.61	25.90	21%	Steps	5	2.50	10.5%	2.78	10.5%	3.05	10.5%	
Simi Valley Unified School District	Paraeducator, Deaf or Hard of Hearing	5/19/21	15.86	17.59	19.31	22%	Steps	5	7.96	33.4%	8.80	33.4%	9.64	33.3%	
Ventura Unified School District	Education Sign Language Interpreter	7/1/21	32.62	36.67	40.72	25%	Steps	5	-8.80	-36.9%	-10.29	-39.0%	-11.77	-40.7%	
Other Org. Average		# of Sources	25.66	28.52	31.38	22%			-1.84	-7.7%	-2.14	-8.1%	-2.43	-8.4%	
Other Org. Median		5	24.38	27.10	29.81	22%			-0.56	-2.4%	-0.71	-2.7%	-0.86	-3.0%	
Payroll Technician															
<i>EMS Benchmark: Payroll Technician</i>															
Oxnard School District	Payroll Technician	10/1/21	23.21	25.72	28.22	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Payroll Technician	7/1/21	22.68	25.19	27.70	22%	Steps	5	0.53	2.3%	0.53	2.0%	0.52	1.8%	
Hueneme Elementary School District	Payroll Clerk	6/1/21	22.94	25.44	27.93	22%	Steps	5	0.27	1.2%	0.28	1.1%	0.29	1.0%	
Santa Paula Unified School District	Accounting Technician	7/1/21	25.00	27.70	30.39	22%	Steps	5	-1.79	-7.7%	-1.98	-7.7%	-2.17	-7.7%	
Simi Valley Unified School District	Payroll Specialist	5/19/21	21.84	24.33	26.82	23%	Steps	5	1.37	5.9%	1.39	5.4%	1.40	5.0%	
Ventura Unified School District	Payroll Technician	7/1/21	21.86	24.60	27.33	25%	Steps	5	1.35	5.8%	1.12	4.4%	0.89	3.2%	
Other Org. Average		# of Sources	22.86	25.45	28.03	23%			0.35	1.5%	0.27	1.0%	0.19	0.7%	
Other Org. Median		5	22.68	25.19	27.70	22%			0.53	2.3%	0.53	2.0%	0.52	1.8%	
Principal, Elementary School (210 Days)															
<i>EMS Benchmark: Principal, Elementary School</i>															
Oxnard School District	Principal, Elementary School (210 Days)	8/25/21	122,364.00	122,364.00	122,364.00		Fixed	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Principal - Elem School (210 days)	7/1/22	119,826.00	130,040.50	140,255.00	17%	Steps	5	2538.00	2.1%	-7676.50	-6.3%	-17891.00	-14.6%	
Hueneme Elementary School District	Elementary Principal (215 days)	6/1/21	117,869.00	124,939.00	132,009.00	12%	Steps	5	4495.00	3.7%	-2575.00	-2.1%	-9645.00	-7.9%	
Ocean View Elementary School District	Elementary Principal (210 Days)	11/9/21	114,770.00	127,137.00	139,504.00	22%	Steps	5	7594.00	6.2%	-4773.00	-3.9%	-17140.00	-14.0%	
Pleasant Valley School District	Elementary Principal	7/1/21	107,349.00	115,030.50	122,712.00	14%	Steps	5	15015.00	12.3%	7333.50	6.0%	-348.00	-0.3%	
Rio School District	Principal, Elementary (212)	7/1/21	112,303.00	121,031.50	129,760.00	16%	Steps	4	10061.00	8.2%	1332.50	1.1%	-7396.00	-6.0%	
Santa Paula Unified School District	Elementary Principal (215 days)	7/1/19	115,550.00	122,617.00	129,684.00	12%	Steps	5	6814.00	5.6%	-253.00	-0.2%	-7320.00	-6.0%	
Ventura Unified School District	Principal, Elementary School (205 days)	7/1/21	106,586.00	110,536.00	114,486.00	7%	Steps	4	15778.00	12.9%	11828.00	9.7%	7878.00	6.4%	
Other Org. Average		# of Sources	113,464.71	121,618.79	129,772.86	14%			8999.29	7.3%	745.21	0.6%	-7408.86	-6.1%	
Other Org. Median		6	114,770.00	122,617.00	129,760.00	13%			7594.00	6.2%	-253.00	-0.2%	-7396.00	-6.0%	
Principal, Middle School/K-8 (215 Days)															
<i>EMS Benchmark: Principal, Middle School</i>															
Oxnard School District	Principal, Middle School/K-8 (215 Days)	8/25/21	135,522.00	135,522.00	135,522.00		Fixed	0	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Principal -Middle School (210 days)	7/1/22	123,814.00	133,892.00	143,970.00	16%	Steps	5	11708.00	8.6%	1630.00	1.2%	-8448.00	-6.2%	
Hueneme Elementary School District	Junior High Principal (220 days)	6/1/21	126,055.00	133,615.00	141,175.00	12%	Steps	5	9467.00	7.0%	1907.00	1.4%	-5653.00	-4.2%	
Ocean View Elementary School District	Middle School Principal (250 Days)	11/9/21	120,821.00	133,840.50	146,860.00	22%	Steps	5	14701.00	10.8%	1681.50	1.2%	-11338.00	-8.4%	
Pleasant Valley School District	Middle School Principal	7/1/21	109,000.00	117,319.00	125,638.00	15%	Steps	5	26522.00	19.6%	18203.00	13.4%	9884.00	7.3%	
Rio School District	Principal, Middle School (216)	7/1/21	118,133.00	127,319.50	136,506.00	16%	Steps	4	17389.00	12.8%	8202.50	6.1%	-984.00	-0.7%	
Santa Paula Unified School District	Middle School Principal (215 Days)	7/1/19	118,151.00	125,376.50	132,602.00	12%	Steps	5	17371.00	12.8%	10145.50	7.5%	2920.00	2.2%	
Ventura Unified School District	Principal, Middle School (219 days)	7/1/21	113,865.00	118,085.00	122,305.00	7%	Steps	4	21657.00	16.0%	17437.00	12.9%	13217.00	9.8%	
Other Org. Average		# of Sources	118,548.43	127,063.93	135,579.43	14%			16973.57	12.5%	8458.07	6.2%	-57.43	0.0%	
Other Org. Median		7	118,151.00	127,319.50	136,506.00	16%			17371.00	12.8%	8202.50	6.1%	-984.00	-0.7%	
Psychologist (181 Days)															
<i>EMS Benchmark: Psychologist</i>															
Oxnard School District	Psychologist (181 Days)	7/1/20	98,701.00	108,278.00	117,855.00	21%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Psychologist (190 days)	7/1/22	92,778.00	92,778.00	92,778.00	0%	Fixed	5	5923.00	6.0%	15500.00	14.3%	25077.00	21.3%	
Hueneme Elementary School District	Psychologist (MS) (198 days)	6/1/20	90,362.00	97,141.50	103,921.00	15%	Steps	5	8339.00	8.4%	11136.50	10.3%	13934.00	11.8%	
Ocean View Elementary School District	Psychologist (195 days)	11/9/21	90,913.00	99,393.50	107,874.00	19%	Steps	5	7788.00	7.9%	8884.50	8.2%	9981.00	8.5%	
Oxnard Union High School District	Psychologist (193 days)	7/1/21	102,566.00	109,571.00	116,576.00	14%	Steps	6	-3865.00	-3.9%	-1293.00	-1.2%	1279.00	1.1%	

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Pleasant Valley School District	Psychologist (MA)	7/1/21	64,192.00	81,336.00	98,480.00	53%	Steps	10	34509.00	35.0%	26942.00	24.9%	19375.00	16.4%
Rio School District	Psychologist (195)	7/1/21	88,441.00	95,331.00	102,221.00	16%	Steps	4	10260.00	10.4%	12947.00	12.0%	15634.00	13.3%
Santa Paula Unified School District	Psychologist (202 Days)	7/1/19	100,461.00	106,604.00	112,747.00	12%	Steps	5	-1760.00	-1.8%	1674.00	1.5%	5108.00	4.3%
Ventura Unified School District	Psychologist (190 days)	7/1/21	88,265.00	91,575.50	94,886.00	8%	Steps	4	10436.00	10.6%	16702.50	15.4%	22969.00	19.5%
Ventura County Office of Education	Psychologist	7/1/21	78,071.04	93,351.37	108,631.70	39%	Steps	8	20629.96	20.9%	14926.63	13.8%	9223.30	7.8%
Other Org. Average	# of Sources		88,449.89	96,342.43	104,234.97	18%			10251.11	10.4%	11935.57	11.0%	13620.03	11.6%
Other Org. Median	9		90,362.00	95,331.00	103,921.00	15%			8339.00	8.4%	12947.00	12.0%	13934.00	11.8%
Reprographics Technician														
<i>EMS Benchmark: Reprographics Technician</i>														
Oxnard School District	Reprographics Technician	10/1/21	21.60	23.93	26.25	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Print Services Technician	7/1/21	22.68	25.19	27.70	22%	Steps	5	-1.08	-5.0%	-1.27	-5.3%	-1.45	-5.5%
Simi Valley Unified School District	Reprographics Technician II	5/19/21	19.53	21.73	23.93	23%	Steps	5	2.07	9.6%	2.20	9.2%	2.32	8.8%
Ventura Unified School District	Graphics Technician	7/1/21	21.01	23.62	26.22	25%	Steps	5	0.59	2.7%	0.31	1.3%	0.03	0.1%
Other Org. Average	# of Sources		21.07	23.51	25.95	23%			0.53	2.4%	0.41	1.7%	0.30	1.1%
Other Org. Median	3		21.01	23.62	26.22	25%			0.59	2.7%	0.31	1.3%	0.03	0.1%
School Office Manager/EI														
<i>EMS Benchmark: School Office Manager/EI</i>														
Oxnard School District	School Office Manager/EI	10/1/21	22.67	25.12	27.56	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	School Office Manager I	7/1/20	20.52	22.80	25.08	22%	Steps	5	2.15	9.5%	2.32	9.2%	2.48	9.0%
Hueneme Elementary School District	School Office Manager	6/1/21	21.33	23.66	25.99	22%	Steps	5	1.34	5.9%	1.46	5.8%	1.57	5.7%
Ocean View Elementary School District	School Office Manager I	12/14/21	20.28	22.30	24.32	20%	Steps	5	2.39	10.5%	2.82	11.2%	3.24	11.8%
Pleasant Valley School District	School Administrative Assistant	7/1/21	20.82	23.05	25.28	21%	Steps	5	1.85	8.2%	2.07	8.2%	2.28	8.3%
Rio School District	School Office Manager/Elementary	7/1/21	19.77	21.85	23.93	21%	Steps	5	2.90	12.8%	3.27	13.0%	3.63	13.2%
Santa Paula Unified School District	School Administrative Assistant I	7/1/21	22.96	25.42	27.88	21%	Steps	5	-0.29	-1.3%	-0.31	-1.2%	-0.32	-1.2%
Simi Valley Unified School District	School Office Manager I	5/19/21	18.79	20.94	23.08	23%	Steps	5	3.88	17.1%	4.18	16.6%	4.48	16.3%
Ventura Unified School District	School Administrative Assistant I	7/1/21	21.44	24.10	26.76	25%	Steps	5	1.23	5.4%	1.02	4.0%	0.80	2.9%
Other Org. Average	# of Sources		20.74	23.01	25.29	22%			1.93	8.5%	2.10	8.4%	2.27	8.2%
Other Org. Median	8		20.67	22.93	25.18	22%			2.00	8.8%	2.19	8.7%	2.38	8.6%
School Office Manager/Jr														
<i>EMS Benchmark: School Office Manager/Jr</i>														
Oxnard School District	School Office Manager/Jr	10/1/21	22.67	25.12	27.56	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	School Office Manager II	7/1/21	21.42	23.74	26.06	22%	Steps	5	1.25	5.5%	1.38	5.5%	1.50	5.4%
Hueneme Elementary School District	School Office Manager/JH	6/1/21	21.88	24.24	26.60	22%	Steps	5	0.79	3.5%	0.88	3.5%	0.96	3.5%
Ocean View Elementary School District	School Office Manager II	12/14/21	20.28	22.30	24.32	20%	Steps	5	2.39	10.5%	2.82	11.2%	3.24	11.8%
Pleasant Valley School District	School Administrative Assistant	7/1/21	20.82	23.05	25.28	21%	Steps	5	1.85	8.2%	2.07	8.2%	2.28	8.3%
Rio School District	School Office Manager/Secondary	7/1/21	20.21	22.38	24.54	21%	Steps	5	2.46	10.9%	2.74	10.9%	3.02	11.0%
Santa Paula Unified School District	School Administrative Assistant II	7/1/21	24.10	26.70	29.30	22%	Steps	5	-1.43	-6.3%	-1.59	-6.3%	-1.74	-6.3%
Simi Valley Unified School District	School Office Manager II	5/19/21	19.70	21.94	24.18	23%	Steps	5	2.97	13.1%	3.18	12.6%	3.38	12.3%
Ventura Unified School District	School Administrative Assistant II	7/1/21	21.89	24.61	27.33	25%	Steps	5	0.78	3.4%	0.51	2.0%	0.23	0.8%
Other Org. Average	# of Sources		21.29	23.62	25.95	22%			1.38	6.1%	1.50	6.0%	1.61	5.8%
Other Org. Median	8		21.12	23.40	25.67	22%			1.55	6.8%	1.72	6.8%	1.89	6.9%
Secretary														
<i>EMS Benchmark: Secretary</i>														
Oxnard School District	Secretary	10/1/21	20.57	22.79	25.00	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Secretary	7/1/21	20.52	22.80	25.08	22%	Steps	5	0.05	0.2%	-0.01	-0.1%	-0.08	-0.3%
Hueneme Elementary School District	Clerical Assistant	6/1/21	20.29	22.52	24.74	22%	Steps	5	0.28	1.4%	0.27	1.2%	0.26	1.0%
Ocean View Elementary School District	District Secretary	12/14/21	20.77	23.15	25.52	23%	Steps	5	-0.20	-1.0%	-0.36	-1.6%	-0.52	-2.1%
Pleasant Valley School District	Staff Secretary	7/1/21	19.81	21.94	24.07	22%	Steps	5	0.76	3.7%	0.85	3.7%	0.93	3.7%
Rio School District	Secretary	7/1/21	18.30	20.28	22.26	22%	Steps	5	2.27	11.0%	2.51	11.0%	2.74	11.0%
Santa Paula Unified School District	School Office Assistant	7/1/21	20.31	22.51	24.70	22%	Steps	5	0.26	1.3%	0.28	1.2%	0.30	1.2%
Simi Valley Unified School District	Secretary	5/19/21	20.64	22.96	25.28	22%	Steps	5	-0.07	-0.3%	-0.18	-0.8%	-0.28	-1.1%
Ventura Unified School District	School Support Secretary	7/1/21	20.17	22.67	25.17	25%	Steps	5	0.40	1.9%	0.11	0.5%	-0.17	-0.7%
Ventura County Office of Education	Administrative Clerk	7/1/21	20.35	22.84	25.33	24%	Steps	5	0.22	1.1%	-0.05	-0.2%	-0.33	-1.3%
Other Org. Average	# of Sources		20.13	22.41	24.68	23%			0.44	2.1%	0.38	1.7%	0.32	1.3%
Other Org. Median	9		20.31	22.67	25.08	23%			0.26	1.3%	0.11	0.5%	-0.08	-0.3%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market					
									At Minimum		At Mid-Point		At Maximum	
									Amount	Percentage	Amount	Percentage	Amount	Percentage
Senior Executive Assistant to the Superintendent														
<i>EMS Benchmark: Senior Executive Assistant to the Superintendent</i>														
Oxnard School District	Senior Executive Assistant to the Superintendent	10/1/21	30.66	34.57	38.48	26%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Executive Administrative Assistant	7/1/21	30.91	34.31	37.71	22%	Steps	5	-0.25	-0.8%	0.26	0.8%	0.77	2.0%
Hueneme Elementary School District	Executive Assistant to the Supt. (Conf)	3/1/21	34.02	37.67	41.32	21%	Steps	5	-3.36	-11.0%	-3.10	-9.0%	-2.84	-7.4%
Ocean View Elementary School District	Executive Administrative Assistant (Conf)	12/14/21	31.70	35.19	38.68	22%	Steps	5	-1.04	-3.4%	-0.62	-1.8%	-0.20	-0.5%
Oxnard Union High School District	Executive Assistant (Conf)	7/1/21	38.72	42.47	46.22	19%	Steps	5	-8.06	-26.3%	-7.90	-22.9%	-7.74	-20.1%
Pleasant Valley School District	Executive Assistant to Superintendent	7/1/21	29.38	32.54	35.70	22%	Steps	5	1.28	4.2%	2.03	5.9%	2.78	7.2%
Rio School District	Executive Secretary to the Supt. (Conf)	7/1/21	27.94	30.94	33.94	21%	Steps	5	2.72	8.9%	3.63	10.5%	4.54	11.8%
Santa Paula Unified School District	Executive Assistant to Supt. (Conf)	7/1/21	35.58	38.60	41.61	17%	Steps	5	-4.92	-16.0%	-4.03	-11.6%	-3.13	-8.1%
Simi Valley Unified School District	Executive Assistant, Supt Office (Conf)	5/19/21	28.01	31.23	34.44	23%	Steps	5	2.65	8.6%	3.35	9.7%	4.04	10.5%
Ventura Unified School District	Exec. Assistant to the Supt. (Conf)	7/1/21	30.94	34.78	38.62	25%	Steps	5	-0.28	-0.9%	-0.21	-0.6%	-0.14	-0.4%
Other Org. Average	# of Sources		31.91	35.30	38.69	21%			-1.25	-4.1%	-0.73	-2.1%	-0.21	-0.6%
Other Org. Median	9		30.94	34.78	38.62	25%			-0.28	-0.9%	-0.21	-0.6%	-0.14	-0.4%
Senior Payroll Technician														
<i>EMS Benchmark: Senior Payroll Technician</i>														
Oxnard School District	Senior Payroll Technician	10/1/21	25.01	27.70	30.39	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Payroll Specialist	7/1/21	27.70	30.73	33.76	22%	Steps	5	-2.69	-10.8%	-3.03	-10.9%	-3.37	-11.1%
Oxnard Union High School District	Senior Payroll Technician	7/1/21	27.37	30.35	33.33	22%	Steps	5	-2.36	-9.4%	-2.65	-9.6%	-2.94	-9.7%
Simi Valley Unified School District	Payroll Specialist	5/19/21	21.84	24.33	26.82	23%	Steps	5	3.17	12.7%	3.37	12.2%	3.57	11.7%
Ventura Unified School District	Payroll Coordinator	7/1/21	23.93	26.90	29.86	25%	Steps	5	1.08	4.3%	0.81	2.9%	0.53	1.7%
Other Org. Average	# of Sources		25.21	28.08	30.94	23%			-0.20	-0.8%	-0.38	-1.4%	-0.55	-1.8%
Other Org. Median	4		25.65	28.62	31.60	23%			-0.64	-2.6%	-0.92	-3.3%	-1.21	-4.0%
Shipping/Receiving Clerk/Delivery Driver														
<i>EMS Benchmark: Shipping/Receiving Clerk/Delivery Driver</i>														
Oxnard School District	Shipping/Receiving Clerk/Delivery Driver	10/1/21	21.06	23.33	25.60	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Warehouse Specialist	7/1/21	22.03	29.46	36.89	67%	Steps	5	-0.97	-4.6%	-6.13	-26.3%	-11.29	-44.1%
Ocean View Elementary School District	Purchasing/Warehouse Worker	12/14/21	20.52	22.71	24.90	21%	Steps	5	0.54	2.6%	0.62	2.7%	0.70	2.7%
Oxnard Union High School District	Delivery Driver	7/1/21	20.86	23.13	25.39	22%	Steps	5	0.20	0.9%	0.20	0.9%	0.21	0.8%
Ventura Unified School District	Warehouse Worker/Delivery Drive	7/1/21	20.58	23.14	25.70	25%	Steps	5	0.48	2.3%	0.19	0.8%	-0.10	-0.4%
Other Org. Average	# of Sources		21.00	24.61	28.22	34%			0.06	0.3%	-1.28	-5.5%	-2.62	-10.2%
Other Org. Median	4		20.72	23.13	25.55	23%			0.34	1.6%	0.20	0.8%	0.05	0.2%
Speech Language Pathology Assistant														
<i>EMS Benchmark: Speech Language Pathology Assistant</i>														
Oxnard School District	Speech Language Pathology Assistant	10/1/21	28.24	31.29	34.33	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Speech-Language Path Assist/Bil-Sp	7/1/21	19.36	21.48	23.60	22%	Steps	5	8.88	31.4%	9.81	31.3%	10.73	31.3%
Ocean View Elementary School District	Speech and Language Pathology Assistant	12/14/21	20.78	23.15	25.52	23%	Steps	5	7.46	26.4%	8.14	26.0%	8.81	25.7%
Oxnard Union High School District	Speech Language Pathology Assistant	7/1/21	24.78	27.49	30.20	22%	Steps	5	3.46	12.3%	3.79	12.1%	4.13	12.0%
Pleasant Valley School District	Speech and Language Pathology Assistant	7/1/21	21.83	24.19	26.54	22%	Steps	5	6.41	22.7%	7.10	22.7%	7.79	22.7%
Rio School District	Speech Language Pathology Assistant	7/1/21	23.93	26.56	29.19	22%	Steps	5	4.31	15.3%	4.72	15.1%	5.14	15.0%
Santa Paula Unified School District	Speech Lang Pathology Asst	7/1/21	21.60	23.93	26.25	22%	Steps	5	6.64	23.5%	7.36	23.5%	8.08	23.5%
Simi Valley Unified School District	Speech-Language Pathology Assistant (BA)	5/19/21	21.84	24.33	26.82	23%	Steps	5	6.40	22.7%	6.96	22.2%	7.51	21.9%
Ventura Unified School District	Certified Speech Language Pathology Assistant	7/1/21	27.52	30.94	34.35	25%	Steps	5	0.72	2.5%	0.35	1.1%	-0.02	-0.1%
Ventura County Office of Education	Speech & Language Path. Asst.	7/1/21	27.26	30.60	33.94	25%	Steps	5	0.98	3.5%	0.68	2.2%	0.39	1.1%
Other Org. Average	# of Sources		23.21	25.85	28.49	23%			5.03	17.8%	5.43	17.4%	5.84	17.0%
Other Org. Median	9		21.84	24.33	26.82	23%			6.40	22.7%	6.96	22.2%	7.51	21.9%
Speech Therapist (182 Days)														
<i>EMS Benchmark: Speech Therapist</i>														
Oxnard School District	Speech Therapist (182 Days)	7/1/20	87,003.00	96,169.50	105,336.00	21%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%
Conejo Valley Unified School District	Speech Language Pathologist (Cert Sch)	7/1/22	65,083.00	86,641.00	108,199.00	66%	Steps	14	21920.00	25.2%	9528.50	9.9%	-2863.00	-2.7%
Pleasant Valley School District	Speech and Language Pathologist	7/1/21	55,633.00	70,491.50	85,350.00	53%	Steps	12	31370.00	36.1%	25678.00	26.7%	19986.00	19.0%
Ventura Unified School District	Speech & Language Pathologist (MA) (185)	7/1/21	56,943.00	79,027.00	101,111.00	78%	Steps	25	30060.00	34.6%	17142.50	17.8%	4225.00	4.0%
Ventura County Office of Education	Speech Specialist	7/1/21	74,004.84	88,489.32	102,973.80	39%	Steps	8	12998.16	14.9%	7680.18	8.0%	2362.20	2.2%
Other Org. Average	# of Sources		62,915.96	81,162.21	99,408.45	58%			24087.04	27.7%	15007.30	15.6%	5927.55	5.6%
Other Org. Median	4		61,013.00	82,834.00	102,042.40	67%			25990.00	29.9%	13335.50	13.9%	3293.60	3.1%

Market Detail All Sources

Sources	Market Source Job Title	Eff. Date	Minimum	Mid	Maximum	%Width	Schedule Type	# of Steps	District's Relationship to Market						
									At Minimum		At Mid-Point		At Maximum		
									Amount	Percentage	Amount	Percentage	Amount	Percentage	
Technology Services Technician (11)															
<i>EMS Benchmark: Technology Services Technician</i>															
Oxnard School District	Technology Services Technician (11)	10/1/21	29.65	32.85	36.04	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00
Conejo Valley Unified School District	Site Computer Technician II	7/1/21	25.80	28.66	31.51	22%	Steps	5	3.85	13.0%	4.19	12.8%	4.53	12.6%	
Hueneme Elementary School District	Computer network Technician	6/1/21	27.93	30.95	33.96	22%	Steps	5	1.72	5.8%	1.90	5.8%	2.08	5.8%	
Ocean View Elementary School District	Information Technology Specialist	12/14/21	28.09	31.11	34.13	22%	Steps	5	1.56	5.3%	1.74	5.3%	1.91	5.3%	
Pleasant Valley School District	Technology Support Technician II	7/1/21	24.11	26.72	29.33	22%	Steps	5	5.54	18.7%	6.13	18.6%	6.71	18.6%	
Santa Paula Unified School District	Computer Technician	7/1/21	27.23	30.17	33.10	22%	Steps	5	2.42	8.2%	2.68	8.2%	2.94	8.2%	
Simi Valley Unified School District	Technical Support Specialist III	5/19/21	28.84	32.18	35.52	23%	Steps	5	0.81	2.7%	0.66	2.0%	0.52	1.4%	
Ventura County Office of Education	Education Technology Technician	7/1/21	31.57	35.43	39.28	24%	Steps	5	-1.92	-6.5%	-2.58	-7.9%	-3.24	-9.0%	
Other Org. Average		# of Sources	27.65	30.74	33.83	22%			2.00	6.7%	2.10	6.4%	2.21	6.1%	
Other Org. Median		7	27.93	30.95	33.96	22%			1.72	5.8%	1.90	5.8%	2.08	5.8%	
Transportation Dispatcher/Scheduling Assistant															
<i>EMS Benchmark: Transportation Dispatcher/Scheduling Assistant</i>															
Oxnard School District	Transportation Dispatcher/Scheduling Assistant	10/1/21	21.60	23.93	26.25	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Transportation Specialist	7/1/21	24.10	26.76	29.41	22%	Steps	5	-2.50	-11.6%	-2.83	-11.8%	-3.16	-12.0%	
Hueneme Elementary School District	Dispatcher	6/1/21	21.33	23.66	25.99	22%	Steps	5	0.27	1.3%	0.27	1.1%	0.26	1.0%	
Ocean View Elementary School District	Clerk Dispatcher/Driver	12/14/21	20.73	23.05	25.37	22%	Steps	5	0.87	4.0%	0.88	3.7%	0.88	3.4%	
Oxnard Union High School District	Transportation Dispatcher	7/1/21	22.46	24.92	27.37	22%	Steps	5	-0.86	-4.0%	-0.99	-4.1%	-1.12	-4.3%	
Pleasant Valley School District	Transportation Scheduler	7/1/21	20.82	23.05	25.28	21%	Steps	5	0.78	3.6%	0.88	3.7%	0.97	3.7%	
Rio School District	Lead Bus Driver	7/1/21	22.26	24.69	27.11	22%	Steps	5	-0.66	-3.1%	-0.76	-3.2%	-0.86	-3.3%	
Simi Valley Unified School District	Transportation Dispatch & Route Coord.	5/19/21	25.99	28.98	31.97	23%	Steps	5	-4.39	-20.3%	-5.06	-21.1%	-5.72	-21.8%	
Ventura County Office of Education	Transportation Route Scheduler	7/1/21	25.97	29.15	32.32	24%	Steps	5	-4.37	-20.2%	-5.22	-21.8%	-6.07	-23.1%	
Other Org. Average		# of Sources	22.96	25.53	28.10	22%			-1.36	-6.3%	-1.61	-6.7%	-1.85	-7.1%	
Other Org. Median		8	22.36	24.80	27.24	22%			-0.76	-3.5%	-0.88	-3.7%	-0.99	-3.8%	
Vehicle and Equipment Mechanic															
<i>EMS Benchmark: Vehicle and Equipment Mechanic</i>															
Oxnard School District	Vehicle and Equipment Mechanic	10/1/21	25.01	27.70	30.39	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Mechanic	7/1/21	23.36	27.76	32.16	38%	Steps	5	1.65	6.6%	-0.06	-0.2%	-1.77	-5.8%	
Hueneme Elementary School District	Mechanic I	6/1/21	25.99	28.78	31.56	21%	Steps	5	-0.98	-3.9%	-1.08	-3.9%	-1.17	-3.8%	
Ocean View Elementary School District	Bus Driver/Mechanic	12/14/21	23.85	26.41	28.97	21%	Steps	5	1.16	4.6%	1.29	4.7%	1.42	4.7%	
Oxnard Union High School District	Vehicle and Equipment Mechanic I	7/1/21	26.04	28.88	31.72	22%	Steps	5	-1.03	-4.1%	-1.18	-4.3%	-1.33	-4.4%	
Pleasant Valley School District	Mechanic	7/1/21	24.11	26.72	29.33	22%	Steps	5	0.90	3.6%	0.98	3.5%	1.06	3.5%	
Rio School District	Vehicle & Equipment Mechanic	7/1/21	23.93	26.56	29.19	22%	Steps	5	1.08	4.3%	1.14	4.1%	1.20	3.9%	
Simi Valley Unified School District	Senior Mechanic	5/19/21	23.93	26.67	29.40	23%	Steps	5	1.08	4.3%	1.04	3.7%	0.99	3.3%	
Ventura Unified School District	Mechanic II	7/1/21	25.32	28.47	31.61	25%	Steps	5	-0.31	-1.2%	-0.76	-2.8%	-1.22	-4.0%	
Other Org. Average		# of Sources	24.57	27.53	30.49	24%			0.44	1.8%	0.17	0.6%	-0.10	-0.3%	
Other Org. Median		8	24.02	27.24	30.48	27%			0.99	4.0%	0.46	1.7%	-0.09	-0.3%	
Warehouse Worker/Delivery Driver															
<i>EMS Benchmark: Warehouse Worker/Delivery Driver</i>															
Oxnard School District	Warehouse Worker/Delivery Driver	10/1/21	19.10	21.16	23.22	22%	Steps	5	0.00	0.0%	0.00	0.0%	0.00	0.0%	
Conejo Valley Unified School District	Warehouse Technician	7/1/21	20.97	23.27	25.57	22%	Steps	5	-1.87	-9.8%	-2.11	-10.0%	-2.35	-10.1%	
Hueneme Elementary School District	Warehouse Technician/Delivery Driver	6/1/21	21.33	23.66	25.99	22%	Steps	5	-2.23	-11.7%	-2.50	-11.8%	-2.77	-11.9%	
Ocean View Elementary School District	Purchasing/Warehouse Worker	12/14/21	20.52	22.71	24.90	21%	Steps	5	-1.42	-7.4%	-1.55	-7.4%	-1.68	-7.2%	
Oxnard Union High School District	Warehouse Operator	7/1/21	23.58	26.16	28.74	22%	Steps	5	-4.48	-23.5%	-5.00	-23.6%	-5.52	-23.8%	
Pleasant Valley School District	Delivery Driver	7/1/21	18.39	20.37	22.34	21%	Steps	5	0.71	3.7%	0.79	3.8%	0.88	3.8%	
Rio School District	Warehouse Worker/Delivery Driver	7/1/21	21.70	24.06	26.41	22%	Steps	5	-2.60	-13.6%	-2.90	-13.7%	-3.19	-13.7%	
Santa Paula Unified School District	Warehouse Worker/Delivery Driver	7/1/21	22.41	24.82	27.23	22%	Steps	5	-3.31	-17.3%	-3.66	-17.3%	-4.01	-17.3%	
Simi Valley Unified School District	Warehouse & Distribution Specialist	5/19/21	19.91	22.16	24.41	23%	Steps	5	-0.81	-4.2%	-1.00	-4.7%	-1.19	-5.1%	
Ventura Unified School District	Warehouse Worker/Delivery Driver	7/1/21	20.58	23.14	25.70	25%	Steps	5	-1.48	-7.7%	-1.98	-9.4%	-2.48	-10.7%	
Other Org. Average		# of Sources	21.04	23.37	25.70	22%			-1.94	-10.2%	-2.21	-10.4%	-2.48	-10.7%	
Other Org. Median		9	20.97	23.27	25.70	23%			-1.87	-9.8%	-2.11	-10.0%	-2.48	-10.7%	

EXHIBIT #4

Oxnard School District Study Findings

Current Job Title	Recommended Job Title	Current Compensation			Market Analysis				
		Schedule	Min	Max	Min	% Diff	Max	% Diff	
Administrative Services - Administrative Support									
Office Assistant II/EL	Office Assistant	CSEA - 17	\$18.21	\$22.13					
Office Assistant II/Jr	Office Assistant	CSEA - 17	\$18.21	\$22.13					
Records Assistant	Records Mail Room Assistant	CSEA - 16.5	\$17.76	\$21.59					
Office Assistant II (12M)	Office Assistant - CNS Bilingual	CSEA - 17	\$18.21	\$22.13	\$18.73	-2.9%	\$23.19	-4.8%	
Language Assessment Technician		CSEA - 17	\$18.21	\$22.13					
Translator		CSEA - 18	\$19.10	\$23.22					
Office Assistant III	Office Technician	CSEA - 19.5	\$20.57	\$25.00	\$19.76	3.9%	\$24.35	2.6%	
Facilities Technician (Spanish Bilingual)	Facilities Office Technician (Spanish Bilingual)	CSEA - 19.5	\$20.57	\$25.00					
Attendance Accounting Technician	Student Attendance Technician	CSEA - 19.5	\$20.57	\$25.00	\$20.77	-1.0%	\$25.61	-2.4%	
Secretary		CSEA - 19.5	\$20.57	\$25.00	\$20.30	1.3%	\$25.08	-0.3%	
Office Assistant/Switchboard Operator (Spanish Bilingual)	Receptionist/Office Technician (Spanish Bilingual)	CSEA - 19	\$20.05	\$24.38					
Intermediate School Secretary	School Secretary	CSEA - 19.5	\$20.57	\$25.00	\$20.17	1.9%	\$25.17	-0.7%	
Attendance Accounting Specialist I	Student Attendance Specialist	CSEA - 20.5	\$21.60	\$26.25					
Reprographics Technician		CSEA - 20.5	\$21.60	\$26.25	\$21.01	2.7%	\$26.22	0.1%	
Special Education Data Technician		CSEA - 21	\$22.12	\$26.88					
School Office Manager/El	School Office Manager	CSEA - 21.5	\$22.67	\$27.56	\$20.67	8.8%	\$25.18	8.6%	
School Office Manager/Jr	School Office Manager	CSEA - 21.5	\$22.67	\$27.56	\$21.12	6.8%	\$25.67	6.9%	
English Learner Data Technician		CSEA - 21	\$22.12	\$26.88					
Reprographics Coordinator		CSEA - 22.5	\$23.82	\$28.95					
District Textbook Coordinator		CSEA - 22	\$23.21	\$28.22					
District Testing and Assessment Coordinator		CSEA - 22.5	\$23.82	\$28.95					
Special Education Services Coordinator		CSEA - 22.5	\$23.82	\$28.95					
Attendance Accounting Specialist II	Data and Attendance Support Specialist	CSEA - 23	\$24.39	\$29.64					
Administrative Assistant to the Director, Certificated HR	Administrative Assistant - Human Resources	CONF - 7.5	\$24.05	\$29.20					
Administrative Assistant		CSEA - 21.5	\$22.67	\$27.56	\$23.47	-3.5%	\$28.53	-3.5%	
(New) Interpreter/Community Support Liaison-Trilingual		CSEA - 24 (appr PC)	\$25.62	\$31.14					
Executive Assistant	Executive Assistant	CONF - 10	\$27.14	\$32.98					
Executive Assistant, Education Services	Executive Assistant	CONF - 10	\$27.14	\$32.98					
Executive Assistant, Business and Fiscal Services	Executive Assistant	CONF - 10	\$27.14	\$32.98	\$28.08	-3.5%	\$33.13	-0.5%	
Senior Executive Assistant to the Superintendent		CONF - 12.5	\$30.66	\$38.48	\$30.94	-0.9%	\$38.62	-0.4%	
Administrative Services - Financial Support									
Payroll Technician	Payroll Accounting Technician	CSEA - 22	\$23.21	\$28.22	\$22.68	2.3%	\$27.70	1.8%	
Accounting Specialist III	Accounting Specialist	CSEA - 21.5	\$22.67	\$27.56	\$21.89	3.4%	\$27.33	0.8%	
Accounting Specialist III-11month	Accounting Specialist	CSEA - 21.5	\$22.67	\$27.56					
Accounting Specialist IV	Senior Accounting Specialist	CSEA - 23	\$24.39	\$29.64	\$24.01	1.6%	\$29.33	1.0%	
Risk Management Specialist		CSEA - 23	\$24.39	\$29.64	\$22.27	4.0%	\$27.52	7.2%	
Buyer		CSEA - 23	\$24.39	\$29.64	\$25.24	-3.5%	\$30.69	-3.5%	
Senior Payroll Technician	Senior Payroll Specialist	CSEA - 23.5	\$25.01	\$30.39	\$25.65	-2.6%	\$31.60	-4.0%	
Position Control Specialist		CSEA - 24	\$25.62	\$31.14					
Administrative Services - Human Resources									
Human Resources Assistant		CSEA - 19.5	\$20.57	\$25.00	\$20.62	-0.2%	\$25.40	-1.6%	
Human Resources Technician		CSEA - 21	\$22.12	\$26.88	\$21.89	1.0%	\$26.86	0.1%	
Credential Technician	Credential Specialist	CSEA - 24	\$25.62	\$31.14	\$23.50	8.3%	\$28.63	8.1%	
Human Resources Analyst		CONF - 10	\$27.14	\$32.98	\$26.03	4.1%	\$32.38	5.2%	

Oxnard School District Study Findings

Current Job Title	Recommended Job Title	Current Compensation			Market Analysis			
		Schedule	Min	Max	Min	% Diff	Max	% Diff
Administrative Services - Technology Support								
(New) Adaptive Technology Specialist, Communication	Adaptive Technology Specialist, Visually Impaired	CSEA - 17.5	\$18.64	\$22.66				
Adaptive Technology Specialist		CSEA - 17.5	\$18.64	\$22.66				
Information Systems Data Technician	Data Support Technician	CSEA - 24	\$25.62	\$31.14	\$24.78	3.3%	\$30.20	3.0%
(New) Technology Services Technician (12) Data - S Mendoza	Data Support Specialist	CSEA - 27	\$29.65	\$36.04				
Technology Services Technician (12)	Information Technology Support Specialist	CSEA - 27	\$29.65	\$36.04				
Technology Services Technician (11)	Information Technology Support Specialist	CSEA - 27	\$29.65	\$36.04	\$27.92	5.8%	\$33.96	5.8%
Site Technology Coordinator	I. T. Support Coordinator	CSEA - 29	\$32.66	\$36.69				
Information Technology Project Coordinator	I. T. Project Coordinator	CSEA - 29	\$32.66	\$36.69				
Network Systems Analyst		CSEA - 32	\$37.80	\$45.94	\$36.66	3.0%	\$44.59	2.9%
Instructional Services - Instructional Support								
Paraeducator I	Paraeducator - General Education	CSEA - 15	\$16.51	\$20.07	\$16.65	-0.8%	\$20.29	-1.1%
Instructional Assistant, Infant Program		CSEA - 16	\$17.33	\$21.07				
Preschool Assistant (Spanish Bilingual)		CSEA - 15	\$16.51	\$20.07				
Instructional Assistant, RSP	Paraeducator - Special Education	CSEA - 15.5	\$16.93	\$20.58	\$16.85	0.5%	\$20.51	0.4%
Instructional Assistant, RSP (Spanish Bilingual)	Paraeducator - Special Education	CSEA - 15.5	\$16.93	\$20.58				
Paraeducator II	Paraeducator - Special Education	CSEA - 16	\$17.33	\$21.07	\$17.82	-1.7%	\$21.71	-3.0%
Instructional Assistant, SH/B	Paraeducator - Special Education	CSEA - 16.5	\$17.76	\$21.59	\$17.28	2.7%	\$21.05	2.5%
Instructional Assistant, SH/M	Paraeducator - Special Education	CSEA - 16.5	\$17.76	\$21.59				
Paraeducator-Special Education	Paraeducator - Special Education	CSEA - 17	\$18.21	\$22.13				
Instructional/Physical Handicapped Assistant	Paraeducator - Special Education	CSEA - 15.5	\$16.93	\$20.58				
Paraeducator III	Paraeducator - Special Education	CSEA - 16.5	\$17.76	\$21.59	\$18.53	-4.3%	\$22.82	-5.7%
Library Media Technician/JH	Library Media Technician	CSEA - 18.5	\$19.60	\$23.82				
Library Media Technician/EL	Library Media Technician	CSEA - 18.5	\$19.60	\$23.82	\$17.96	8.4%	\$21.88	8.1%
Family Liaison (Spanish Bilingual)		CSEA - 21.5	\$22.67	\$27.56				
Paraeducator, Hearing Impaired		CSEA - 22.5	\$23.82	\$28.95	\$24.38	-2.4%	\$29.81	-3.0%
Parent Support Liaison	District Parent and Family Support Liaison	CSEA - 24	\$25.62	\$31.14				
Outreach Specialist (Spanish Bilingual)		CSEA - 24	\$25.62	\$31.14				
Preschool Teacher (Spanish Bilingual)		CSEA - 23.5	\$25.01	\$30.39				
District Community Liaison		CSEA - 24	\$25.62	\$31.14				
Instructional Services - Professional/Technical								
Registered Behavior Technician		CSEA - 17.5	\$18.64	\$22.66				
Health Assistant		CSEA - 17	\$18.21	\$22.13	\$18.71	-2.7%	\$22.86	-3.3%
Health Care Technician	Licensed Vocational Nurse	CSEA - 22	\$23.21	\$28.22				
Speech Language Pathology Assistant	Speech Language Pathology Technician	CSEA - 26	\$28.24	\$34.33	\$21.84	22.7%	\$26.82	21.9%
School Occupational Therapist		CSEA - 34.5	\$42.74	\$51.95				
X School Nurse	District/School Nurse	OSSA	\$52.08	\$63.13				
X Nurse W/Masters	District/School Nurse	OSSA	\$58.50	\$70.88				
X Speech Therapist 183 Days	Speech/Language Pathologist	OSSA	\$87,003.00	\$105,336.00	\$61,013.00	29.9%	\$102,042.40	3.1%
X Psychologist		OSSA	\$98,701.00	\$117,855.00	\$90,362.00	8.4%	\$103,821.00	11.8%
Maintenance & Operations - Custodial Services								
Custodian		CSEA - 17	\$18.21	\$22.13	\$19.08	-4.8%	\$23.22	-4.9%
Lead Custodian		CSEA - 19.5	\$20.57	\$25.00	\$21.10	-2.6%	\$25.66	-2.6%

Oxnard School District Study Findings

Current Job Title	Recommended Job Title	Current Compensation			Market Analysis			
		Schedule	Min	Max	Min	% Diff	Max	% Diff
Maintenance & Operations - Facility Maintenance								
Maintenance Worker I		CSEA - 18.5	\$19.60	\$23.82	\$20.51	-4.6%	\$25.37	-6.5%
Maintenance Worker II		CSEA - 21.5	\$22.67	\$27.56	\$22.91	-1.1%	\$28.35	-2.8%
(New) Maintenance Worker		CSEA - 21.5 (suggested)	\$22.67	\$27.56				
Plumber		CSEA - 23.5	\$25.01	\$30.39				
Locksmith		CSEA - 23	\$24.39	\$29.64				
Electrician		CSEA - 24	\$25.62	\$31.14	\$25.33	1.2%	\$31.00	0.4%
HVAC Technician		CSEA - 23	\$24.14	\$29.64				
(New) Building Trade Mechanic		CSEA - 24 (suggested)	\$25.62	\$31.14				
Maintenance & Operations - Grounds Maintenance								
Grounds Maintenance Worker I		CSEA - 18	\$19.10	\$23.22	\$19.85	-3.9%	\$24.13	-3.9%
Grounds Equipment Operator		CSEA - 19.5	\$20.57	\$25.00				
Irrigation Specialist		CSEA - 22	\$23.21	\$28.22	\$23.08	0.6%	\$28.35	-0.5%
Grounds Maintenance Specialist		CSEA - 22	\$23.21	\$28.22				
(New) Grounds Maintenance Specialist		CSEA - 22 (suggested)	\$23.21	\$28.22				
Grounds Maintenance Lead		CSEA - 25.5	\$27.57	\$33.51				
Maintenance & Operations - Warehouse								
Instructional Materials Warehouse Attendant/Driver	Instructional Materials Warehouse Worker/Driver	CSEA - 17	\$18.21	\$22.13				
Warehouse Worker/Delivery Driver	Warehouse Worker/Delivery Driver	CSEA - 18	\$19.10	\$23.22	\$20.97	-9.8%	\$28.70	-10.7%
Shipping/Receiving Clerk/Delivery Driver	Shipping/Receiving Worker/Delivery Driver	CSEA - 20	\$21.06	\$25.60	\$20.72	1.6%	\$25.55	0.2%
Facilities Materials Specialist	Facilities Logistics Specialist	CSEA - 22	\$23.21	\$28.22				
Nutritional Services - Nutrition								
Child Nutrition Worker	Cook - Assistant	CSEA - 13.5	\$15.34	\$18.64	\$15.47	-0.8%	\$18.85	-1.1%
Child Nutrition Cafeteria Coordinator		CSEA - 18.5	\$19.60	\$23.82	\$19.88	-1.4%	\$24.28	-1.9%
Child Nutrition Services Operation Specialist		CSEA - 21.5	\$22.67	\$27.56				
Security Services - Campus Safety								
Campus Assistant		CSEA - 11.5 (step C)	\$15.34	\$18.64	\$15.22	-1.8%	\$18.41	-8.8%
Security/Maintenance Worker		CSEA - 18.5	\$19.60	\$23.82				
Transportation Services - Student Transportation								
Transportation Driver		CSEA - 16	\$17.33	\$21.07				
Bus Driver/Mechanic Assistant		CSEA - 20	\$21.06	\$25.60				
Cover Bus Driver/Office Assistant		CSEA - 19.5	\$20.57	\$25.00				
Bus Driver		CSEA - 19.5	\$20.57	\$25.00	\$20.28	1.4%	\$24.66	1.4%
Transportation Dispatcher/Scheduling Assistant		CSEA - 20.5	\$21.60	\$26.25	\$22.36	-3.5%	\$27.24	-3.5%
Vehicle and Equipment Mechanic		CSEA - 23.5	\$25.01	\$30.39	\$24.02	4.0%	\$30.48	-0.3%

Oxnard School District Study Findings

Current Job Title	Recommended Job Title	Current Compensation			Market Analysis			
		Schedule	Min	Max	Min	% Diff	Max	% Diff
Administrative Services - Certified Management								
(New) Manager, Special Education- Mary Truax	Site Administrator - Special Education	CERT-Mgmt - A	\$107,508.00	\$127,726.00				
Manager, Equity, Family and Community Engagement		CERT-Mgmt - A	\$107,508.00	\$127,726.00				
Manager, Special Education		CERT-Mgmt - A	\$107,508.00	\$127,726.00				
Manager, Mathematics	Manager, Mathematics and Physical Education	CERT-Mgmt - A	\$107,508.00	\$127,726.00				
Director of School Performance & Student Outcomes	Director of School Performance & Student Outcomes	CERT-Mgmt - B	\$121,476.00	\$144,323.00				
Director of Teaching and Learning	Director of Teaching and Learning	CERT-Mgmt - B	\$121,476.00	\$144,323.00	\$123,146.00	-1.4%	\$143,454.00	0.8%
Director of Certificated Human Resources		CERT-Mgmt - B	\$121,476.00	\$144,323.00				
Director of Enrichment and Special Programs		CERT-Mgmt - B	\$121,476.00	\$144,323.00				
Director of Pupil Services		CERT-Mgmt - B	\$121,476.00	\$144,323.00				
Director of Special Education		CERT-Mgmt - B	\$121,476.00	\$144,323.00	\$134,041.50	7.1%	\$143,037.25	0.9%
Assistant Principal, Middle School		CERT-Site - A	\$118,082.00	-				
Principal, Elementary School		CERT-Site - B	\$122,364.00	-	\$114,770.00	6.2%	\$129,760.00	-6.0%
Principal, Middle School/K-8		CERT-Site - C	\$135,522.00	-	\$118,151.00	12.8%	\$136,505.50	-0.7%
Master Principal - Middle School/K-8		CERT-Site - D	\$142,980.00	-				
Assistant Superintendent, Human Resources		Contract - A	\$174,331.20	-	\$170,718.00	2.1%	\$173,659.00	0.4%
Assistant Superintendent, Education Services		Contract - A	\$174,331.20	-				
Superintendent		Contract - B	\$234,998.40	-				
Administrative Services - Classified Management								
Web Content Analyst		Class Mgmt - E	\$36.66	\$43.56				
Custodial Services Manager		CLASS Mgmt - B	\$66,171.00	\$78,629.00				
Grounds Manager	Grounds Services Manager	CLASS Mgmt - B	\$66,171.00	\$78,629.00				
Warehouse and Reprographics Manager		CLASS Mgmt - C	\$67,556.00	\$80,260.00				
Assistant Director of Child Nutrition Services		CLASS Mgmt - A	\$63,732.00	\$75,717.00				
Maintenance Manager	Maintenance Services Manager	CLASS Mgmt - B	\$66,171.00	\$78,629.00	\$64,464.00	2.6%	\$89,981.00	-14.4%
Accounting Manager/Internal Auditor		CLASS Mgmt - E	\$76,555.00	\$90,952.00				
Executive Assistant to the Superintendent		CLASS Mgmt - E	\$76,555.00	\$90,952.00				
District Enrollment Center Manager		CLASS Mgmt - D	\$73,548.00	\$87,378.00				
Human Resources Manager		CLASS Mgmt - G	\$90,107.00	\$107,052.00				
Director of Early Childhood Education		CLASS Mgmt - F	\$85,428.00	\$101,494.00				
Director of Transportation		CLASS Mgmt - F	\$85,428.00	\$101,494.00	\$78,376.50	8.3%	\$96,918.00	4.5%
Risk Manager	Risk and Benefits Manager	CLASS Mgmt - G	\$90,107.00	\$98,212.00				
Director of Child Nutrition Services		CLASS Mgmt - H	\$90,514.00	\$107,537.00	\$86,785.50	4.1%	\$105,353.50	2.0%
Director of Purchasing		CLASS Mgmt - J	\$95,622.00	\$113,605.00				
Director of Network Operations		CLASS Mgmt - K	\$99,674.00	\$118,419.00				
Senior Manager, Maintenance and Operation	Senior Manager, Maintenance & Operation Services	CLASS Mgmt - I	\$92,193.00	\$109,530.00				
MEP Maintenance and Energy Program Manager		CLASS Mgmt - L	\$100,920.00	\$119,899.00				
Director of Classified Human Resources		CLASS Mgmt - N	\$121,524.00	\$144,386.00				
Director of Facilities		CLASS Mgmt - M	\$111,496.00	\$132,464.00	\$102,961.00	7.7%	\$128,208.50	3.2%
Director of Finance	Director of Fiscal Services	CLASS Mgmt - M	\$111,496.00	\$132,464.00				
Chief Information Officer		CLASS Mgmt - O	\$126,152.00	\$149,878.00	\$112,902.00	10.5%	\$139,808.50	6.7%
Assistant Superintendent, Business and Fiscal Services		Contract - A	\$174,331.20	-	\$163,610.00	6.1%	\$173,659.00	0.4%
Instructional Services - Curriculum & Instruction								

All job descriptions that were combined are in gray

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

MINUTES
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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 9, Oxnard Room 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

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 of Human Resources; Mrs. Valerie Mitchell, Interim Assistant Superintendent Business & Fiscal Services; Dr. Ginger Shea, Director of Enrichment & Specialized Programs; Mayra Magana, Manager of Human Resources; Pamela Ibarra Diaz, CSEA Clerical Representative; Marisela Magallanes, Attendance Accounting Technician

A.3 Adoption of the Agenda

The agenda of Thursday, March 9, 2023, was adopted as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Adopt

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

Motion Result: Passed

A.4 Approval of Minutes February 9, 2023 and February 22, 2023 (pages 4-13)

The minutes of February 9, 2023 and February 22, 2023 were approved as presented.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

Ms. Magallanes provided the Commissioners a packet of information pertaining to her Job Description.

Section C: ACTION ITEMS

C.1 Eligibility Lists (pages 14-25)

The Personnel Commission took action to approve the eligibility lists of Child Nutrition Worker, Custodian, Health Care Technician, Office Assistant II (Bilingual), Paraeducator-Special Education, Speech Language Pathology Assistant, Attendance Accounting Specialist I (Bilingual), HVAC Tech, Campus Assistant, Accounting Specialist III.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the establishment of the new classification, salary placement and job description.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

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

Motion Result: Passed

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

The Personnel Commission took action to approve the establishment of the new title change, and salary placement.

Mover: Paul Robinson

Seconder: Edward M Castillo

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 (page 34)

The Personnel Commission reviewed the Personnel Actions of March 15th, 2023.

D.2 Report by CSEA

D.3 Report by Assistant Superintendent, Human Resources

Dr. Torres shared findings that the district needs to prepare for the coming months and right size to avoid mass layoffs and downsizing.

D.4 Director's Report

D.5 Report by Commissioners

Miss Magallanes' report was received by the Commissioners.

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

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section F: CLOSED SESSION

The Commission convened into closed session at 6:02 p.m.

F.1 Pursuant to Section 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 6:54 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 6:55 p.m.

Mover: Edward M Castillo

Secunder: Paul Robinson

Moved To: Adjourn

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

Motion Result: Passed

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
March 9, 2023.

Signed:

Chair of the Personnel Commission

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

MINUTES
SPECIAL MEETING
Thursday, March 30, 2023

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

SPECIAL 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

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 30, 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; Edward 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. Scott Carroll, Director of Certificated Human Resources; Pamela Ibarra Diaz, Family Liason; Adalberto Fuentes

A.3 Adoption of the Agenda

The agenda of Thursday, March 30, 2023, was adopted as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Adopt

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 Eligibility List (pages 3)

The Personnel Commission took action to approve the eligibility lists of Director, Classified Human Resources.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

Section D: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section E: CLOSED SESSION

The Commission convened into closed session at 4:35 p.m.

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

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

The Commission reconvened at 6:38 p.m into open session and reported no action was taken in closed session.

Section F: ADJOURNMENT

There being no further business, the Commission adjourned at 6:39 p.m.

Mover: Paul Robinson

Secunder: Ernest Morrison

Moved To: Adjourn

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

Motion Result: Passed

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
March 30, 2023.

Signed:

Chair of the Personnel Commission

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

MINUTES
SPECIAL MEETING
Tuesday, April 4, 2023

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

SPECIAL 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

The Personnel Commission of the Oxnard School District met for a special meeting on Tuesday, April 4, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:37 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. Natalia Torres, Assistant Superintendent of Human Resources; Mrs. Valerie Mitchell, Interim Assistant Superintendent Business & Fiscal Services; Dr. Scott Carroll, Director of Certificated Human Resources; Dr. Ginger Shea, Director of Enrichment & Specialized Programs; Mayte Duenez, Interim Director of Fiscal Services; Pamela Ibarra Diaz, CSEA Clerical Representative; Hugo Alcala, Outreach Specialist; Alicia Mariscal, Pre-School Teacher; Humberto Gonzalez, Grounds Maintenance Worker I; Jose Roque, Grounds Equipment Operator; Luz Chavez

A.3 Adoption of the Agenda

The agenda of Tuesday April 4, 2023 was adopted as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Adopt

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

Motion Result: Passed

Section B: INFORMATION/DISCUSSION ITEMS (Copies of draft job descriptions will be available at the meeting)

After lengthy discussion the Commission recognized the need of an open floor for public comment before going into the discussion items.

Dr. Lin stated his goal to present as many reviewed Job Descriptions to the Personnel Commission for approval.

Management voiced concerns regarding review process for Job Descriptions.

B.1 Proposed Job Title Changes (45)

CSEA questioned renaming of Child Nutrition Worker to Cook Assistant since no Cook position currently exists in the district.

- B.2 Proposed Job Description Revisions for Child Nutrition Services (3)**
No comments were given.
- B.3 Proposed Job Description Revisions for Clerical Support (20)**
No comments were given.
- B.4 Proposed Job Description Revisions for Community Relations (7)**
CSEA asked why the duties from an abolished position are getting shifted into the Pre School Teacher responsibilities now that Pre School will also get phased out soon.
- B.5 Proposed Job Description Revisions for Fiscal (5)**
No comments were given.
- B.6 Proposed Job Description Revisions for Human Resources (4)**
No comments were given.
- B.7 Proposed Job Description Revisions for Instructional Support (18)**
No comments were given.
- B.8 Proposed Job Description Revisions for Maintenance/Operations (15)**
Employees voiced concerns of overlapping responsibilities between job descriptions.
- B.9 Proposed Job Description Revisions for Purchasing/Graphics/Warehouse (6)**
No comments were given.
- B.10 Proposed Job Description Revisions for Technology (6)**
No comments were given.
- B.11 Proposed Job Description Revisions for Transportation (7)**
No comments were given.
- B.12 Proposed Job Description Revisions for Other Classified (1)**
No comments were given.
- B.13 Proposed Job Description Revisions for Confidential (5)**
No comments were given.
- B.14 Proposed Job Description Revisions for Management (25)**
No comments were given.
- B.15 Proposed Reclassification (Facilities Services Specialist)**

No comments were given.

B.16 Proposed Reclassification (Technology Services Technician)

No comments were given.

B.17 Proposed New Classification (Director of Communication and Public Engagement)

No comments were given.

Section C: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section D: CLOSED SESSION

The Commission convened into closed session at 6:31 p.m.

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

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

The Commission reconvened at 6:47 p.m into open session and reported action was taken in closed session to select Dr. Adalberto Fuentes as Director, Classified Human Resources at Step 2 of the Classified Management Salary Schedule.

Section E: ADJOURNMENT

There being no further business, the Commission adjourned at 6:48 p.m.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adjourn

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

Motion Result: Passed

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
April 4, 2023.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for David Hubbard, Chief Information Officer

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."

Mr. David Hubbard was selected for the position by the Superintendent. Mr. Hubbard has requested and is being recommended to start at Step 2 of the Chief Information Officer classification on the classified management salary schedule based on the following:

- Technical Experience - More than 13 years of increasing responsible information technology technical management experience with Conejo Valley Unified School District.
- Director and Level Experience – For the last 3 years worked at Conejo Valley USD, directing the entire technology services department with 23 direct reports.

The minimum qualifications for Chief Information Officer classification are:

- Education - A Bachelor's degree or equivalent from an accredited college or university with a major in computer science, management information systems, or a closely related field.
- Experience - Five years of experience in information technology management, such as the development, installation, and maintenance of information systems, LAN/WAN networks, telecommunications systems, application of technology for administrative purposes, or the application of educational technology in the classroom. At least two years of the 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 Mr. David Hubbard at Step 2 of the Chief Information Officer classification on the Classified Management Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Patricia Nunez, Director of Fiscal Services

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."

Due to recent recruitment difficulties, on March 9th, Personnel Commission approved the revision of job description, title change, and salary relocation for Director of Fiscal Services. This action allowed staff to continue and complete a successful recruitment and examination process swiftly.

Ms. Patricia Nunez was selected for the position by the Assistant Superintendent, Business and Fiscal Services. Ms. Nunez has requested and is being recommended to start at Step 3 of the Director of Fiscal Services classification on the classified management salary schedule based on the following:

- Technical Experience - More than 13 years of accounting, auditing, budgeting experience with Oxnard School District, Ojai Unified School District and Ventura County Office of Education.
- Director and Level Experience – Within the 13 years of COE and School District work, 5 of the years were at Assistant Director and/or Director levels.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for Director of Fiscal Services classification are:

- Education - Graduation from an accredited college or university with a major in accounting, business management, or closely related discipline.
- Experience - Five years of increasingly responsible professional accounting experience including at least two years of supervision.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Ms. Patricia Nunez at Step 3 of the Director of Fiscal Services classification on the Classified Management Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Grant Golden, HVAC Technician

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 HVAC Technician position. Mr. Grant Golden was selected for the position by the hiring authority. Mr. Golden is being recommended to start at Step B of the HVAC Technician classification on the classified salary schedule based on the following:

- Experience – More than 10 years of HVAC Technician and related technical experience with various organizations.
- Additional skills or qualifications – Mr. Golden has more years of experience with higher-level skills than what is needed for this position.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for HVAC Technician classification are:

- Education - Graduate from high school or evidence of equivalent education, supplemented by college level course work in HVAC equipment maintenance and repair or a related field; and/or completion of a related apprenticeship program.
- Experience - Three (3) years of increasingly responsible HVAC equipment maintenance and repair experience.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Mr. Grant Golden at Step B of the HVAC Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Maricela Amaro, Accounting Specialist III (Accounts Payable & Receivable)

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 Fiscal department for the Accounting Specialist III (Accounts Payable & Receivable) position. Ms. Maricela Amaro was selected for the position by the hiring authority. Ms. Amaro is being recommended to start at Step B of the Accounting Specialist III classification on the classified salary schedule based on the following:

- Experience – More than 17 years of Operation Manager experience with Wells Fargo Bank Oxnard Branch.
- Additional skills or qualifications – Ms. Amaro has more years of experience with higher-level skills than what is needed for this position.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for Accounting Specialist III classification are:

- Education - Graduation from high school supplemented by college-level course work in business administration, accounting, or related field.
- Experience - Two (2) years of accounts payable, accounts receivable, payroll, financial, or clerical accounting experience.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Ms. Maricela Amaro at Step B of the Accounting Specialist III classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

New Classification Director of Communication and Public Engagement

This item was being requested by Superintendent Dr. Karling Aguilera-Fort, as one of the major steps in implementing the District's new mission, vision and objectives.

The Director of Communication and Public Engagement job classification is being created to oversee the District's public engagement and communications to ensure understanding and support for the District and its goals and objective to support student learning and achievement. The incumbent in this single position classification will serve as a principal advisor and provide visionary and proactive leadership in the development, implementation, and direction of the District's internal and external communications, public engagement, marketing and media relations programs and services.

Based on internal equity and comparison with the market, this job classification is being allocated to salary \$116,513 to \$138,425 on the Management Salary Schedule, in between MEP Maintenance and Energy Program Manager and Director of Facilities.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new job classification of Director of Communication and Public Engagement at salary \$116,513 to \$138,425 on the Management Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Director of Communication and Public Engagement.pdf](#)

Director of Communication and Public Engagement

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Director of Communication and Public Engagement is done for the purpose/s of serving as a principal advisor and providing visionary and proactive leadership in the development, implementation, and direction of the District's internal and external communications, marketing and media relations programs and services; promoting the support for the District through public engagement; serving as a spokesperson for the District in media relations; supervising and collaborating with Web Content Analyst; and performing a variety of other job functions relative to assigned area of responsibility.

This job is distinguished from similar jobs by the following characteristics: This is a single position classification responsible for overseeing the District's public engagement and communications to ensure understanding and support for the District and its goals and objective in order to support student learning and achievement.

This job reports to Superintendent or Designee.

Essential Functions

- Develops and implements the District's internal and external communications, marketing and media relations, and community engagement programs and services for the purpose of assuring District communications are in alignment with the mission, vision, and values of the Board of Education and Superintendent of Schools.
- Plans comprehensive marketing and media processes (e.g. press releases, media relations, community outreach, social media, websites and other outlets; create daily media coverage, etc.) for the purpose of enhancing the understanding, transparency, awareness and support of the District's strategic goals, operations and programs.
- Serves as a liaison and public relations and community engagement strategist and principal advisor to the Superintendent of Schools regarding District initiatives, goals and priorities planning for the purpose of focusing on forward-looking messaging and strategic communications.
- Develops strategic leadership to a visionary and proactive community engagement program for the purpose of promoting public education and functions and services of the District utilizing business, philanthropic and community resources.
- Serves as the spokesperson for the District; coordinates press conferences and the releases of information to the media and the public; and issues or directs the issuance of official statements on behalf of the District for the purpose of advocating for District positions and initiatives.
- Oversees a marketing program that enhances the District's image in the eye of the public, elected officials, and corporate community for the purpose of developing and maintaining brand image, positioning and messaging for the District.
- Monitors assigned 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.
- Consults with appropriate departments on internal/external communications issues and the production of publications and presentation materials for the purpose of ensuring agency-wide communication are in compliance with stated policies and procedures.

- Performs personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Collaborates with the Information Technology Services to further the progress of communications technology for the purpose of promoting the quality of interchange necessary for internal and external audiences.
- Researches a variety of topics (e.g. public policy, education code constraints, labor cases, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.
- Facilitates and participates in a variety of meetings, workshops, conferences, seminars; serves on assigned committee; conducts presentations for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Develops and prepares a wide variety of documents and written or electronic materials (e.g. emergency and crisis management communications, press releases, newsletters, etc.) for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Compiles data from a wide variety of sources (e.g. community groups, Board, staff/departments, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.

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 school district.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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 utilizing pertinent software applications; planning and managing multiple projects; developing and administering budgets; and skillful in public speaking.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: strategies of preparing and disseminating communications and media for a large public sector organization; marketing and media relations, and community engagement programs and services; media press releases, media relations, community outreach, social media, and websites; project management techniques; issues and challenges facing large, diverse, urban school districts; public education trends and issues; diverse needs and concerns of individuals from varying socioeconomic and cultural backgrounds; survey research and planning methodologies; supervision and training; and budget preparation and control.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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 defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working independently in a variety of situations; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; developing and monitoring budgets; dealing with frequent interruptions and changing priorities; supervising and evaluating the performance of assigned personnel; maintaining confidentiality; communicating effectively both orally and in writing and in making presentations; planning and organizing work; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some 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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% 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 required.

Education: Bachelors degree in job-related area.

Equivalency: Any combination equivalent to a Bachelor's degree in english, communications, journalism, marketing, public relations or related field. A Master's degree in one of these disciplines is highly desirable. Four (4) years of experience in coordinating, developing, and implementing communications, community engagement, media, and public relations activities including writing, editing, designing and layout of publications. Experience communicating effectively, both orally and in writing, in Spanish is highly desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Approval Date

4/13/2023

Salary Grade

CLASS Mngmt - M

Revised Date

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Approval of three job description revisions for Child Nutrition Services

As part of the comprehensive classification and compensation study conducted by Educational Management Solutions (EMS), staff will bring forward, over next meetings, suggested title changes, revision on job descriptions, as well as reclassification recommendations, for your approval. At tonight's meeting, staff will present to you recommended revision on nineteen job descriptions in four job families, plus two reclassifications.

On February 09th, 2023 the Personnel Commission approved the salary range increase from 13.5 to 14.5 for Child Nutrition Worker. Further salary range allocation for all three positions will come in a future meeting, after district administration and classified human resources office complete the review of the recommendations submitted by EMS.

All three classified job descriptions in the Child Nutrition Services series have been reviewed.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the three newly revised job classifications, while maintain the current CSEA Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Child Nutrition Cafeteria Coordinator.pdf](#)
[Child Nutrition Services Operation Specialist.pdf](#)
[Child Nutrition Worker.pdf](#)



Child Nutrition Cafeteria Coordinator

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Child Nutrition Cafeteria Coordinator is done for the purpose/s of planning, organizing, and coordinating the self-contained child nutrition operation at an assigned school; monitoring and training assigned staff; scheduling work assignments; overseeing and participating in the preparation and serving of all meals, and maintaining a variety of records and preparing reports.

This job reports to Director of Child Nutrition Services or Designee.

Essential Functions

- Organizes and leads the self contained child nutrition processes of an assigned school cafeteria for the purpose of complying with District procedures and food safety and sanitation requirement.
- Corresponds and coordinates with CNS Office (e.g. discussions of cafeteria need, conditions, menu changes, etc.) for the purpose of implementing and maintaining meal services program.
- Plans self-contained child nutrition processes (e.g. organizing and leading self-contained child operation, performing a variety of food service duties as needed, etc.) for the purpose of ensuring compliance with District procedures and food safety and sanitation requirements; ensuring timely preparation and serving of food in accordance with fixed timetables.
- Monitors and oversees cafeteria hours and schedules (e.g. opening, closing, securing kitchen facilities, etc.) for the purpose of maintaining safety of cafeteria physical site.
- Oversees cafeteria cash processes (e.g. counting and tallying receipts, collecting monies, etc.) for the purpose of ensuring accurate recording of daily cash processes.
- Recommends policies, procedures, and actions (e.g. menu preparation, substitute worker placement, vendors, etc.) for the purpose of providing direction for meeting the district's goals and objectives.
- Assigns and participates in activities and projects (e.g. all cafeteria kitchen processes, including food preparation processes, requisition for food quantities, supplies, equipment, cleaning dishes, etc.) for the purpose of ensuring efficient site kitchen operations, complying with regulatory requirements and established guidelines.
- Performs a variety of food service duties as needed for the purpose of ensuring timely preparation and serving of food in accordance with fixed timetables.
- Prepares reports (e.g. inventory, sales, requisitions, daily production sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Oversees and participates in food service processes (e.g. preparation, cooking, sale, receiving inventory, receiving and checking merchandise, serving, portion control, wrapping, arranging and storage of foods, etc.) for the purpose of ensuring efficient completion of food service processes; accurate and efficient use of food service equipment; and serving of meals to students and staff.
- Maintains a clean, safe, sanitary cafeteria, kitchen, storeroom, and service station and oversees food separation being done and unwrapping new and used-up foods (e.g. scoring and cleaning carts, work tables, and counters; monitoring safety, operation of cafeteria equipment, etc.) for the purpose of maintaining required sanitary conditions.

- Operates a variety of equipment, machines, and kitchen tools used in the school cafeteria (e.g. slicer, chopper, mixer, tilt skillet, oven food processor, and related appliances, computer terminal, applicable district and department software, etc.) for the purpose of ensuring jobs are completed in a timely manner and meet established guidelines.
- Participates in meetings, workshops, and seminars for the purpose of conveying and gathering information and implementing required updates to perform cafeteria and kitchen functions.

Other Functions

- Performs reasonably related other job functions and tasks 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 site cafeteria.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to 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; time management skills; preparing and maintaining accurate records; analyzing data; assessment of kitchen equipment operation; classifying data and/or information; participating in interviews; and conducting meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; health standards and hazards; safety practices and procedures; required cafeteria processes and nutritional standards; methods of instruction and training; practices of personnel administration; knowledge of repair and maintenance of kitchen equipment; and required cafeteria processes and nutritional standards.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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; assessing issues and solving problems; communicating effectively with Child Nutrition personnel; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some 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: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent to: Graduation from high school or equivalency. Additional coursework or training in nutrition, quantity food preparation, safety and sanitation, or a closely related field is desirable. Three (3) years of large quantity and high-volume food preparation experience in a commercial, restaurant, or institutional setting. Lead or supervisory experience is

desirable.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training
USDA Professional Standards Requirements

Certificates and Licenses

Food Handlers/ServSafe Certificate
Valid Driver's License & Evidence of Insurability

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 18.5

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

Child Nutrition Services Operation Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Child Nutrition Services Operation Specialist is done for the purpose/s of coordinating the preparation, cooking, and serving of meal programs to meet student needs; monitoring and procuring materials, foodstuffs, equipment and supplies, school site meals; completing inventory reviews; organizing staff training; coordinating communications; standardizing and developing department marketing; acting as CNS Coordinator when needed; providing direction as needed; acting as a resource to on-site child nutrition service personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Child Nutrition Services or designee.

Essential Functions

- Assists in coordinating and overseeing food service operations and activities (e.g. at a variety of sites; developing recipes; utilizing metric recipes; testing; conducting tasting panels;, etc.) for the purpose of implementing and executing accurate nutrition processes.
- Prepares and maintains various records and reports (e.g. related to menu production, USDA commodity orders, report accuracy; storage and rotation of food supply; inventory control at warehouse, etc.) for the purpose of providing direction for meeting Child nutrition services goals and objectives.
- Trains staff (e.g. preparation, storage, serving of foods; ordering, receiving and storing of inventory, including equipment; assessment of labor costs, etc.) for the purpose of ensuring efficient, and exemplary school site cafeteria operation throughout the District.
- Manages substitute placement when employees are out for the purpose of providing coverage at cafeterias as needed.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and fiscal practices are followed.
- Implements assigned activities and projects (e.g. Nutrition Advisory Council planning for student taste testing; researching recipe ideas; providing direction for a variety of school site activities, etc.) for the purpose of complying with regulatory requirements and established guidelines.
- Manages warehouse inventory and stock levels (e.g. checking paperwork; making inventory adjustments; assisting in navigating ordering systems; approving every warehouse order, District wide; reviewing food and supply orders, etc.) for the purpose of documenting activities, providing written reference, ensuring compliance with food quality, freshness, appearance and portion control.
- Participates in meetings, workshops and seminars (e.g. providing recommendations at all school site cafeteria meetings; leading zoom meetings throughout the year, etc.) for the purpose of conveying and gathering information required to maintain child nutrition operations excellence.

Other Functions

- Performs reasonably related other job functions and tasks 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 child nutrition.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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; and preparing and maintaining accurate records; analyzing data; auditing financial reports; classifying data and/or information; comparing results; conducting meetings; estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; nutritional standards; assessment instruments and techniques; codes/laws/rules/regulations/policies; methods of instruction and training; practices of personnel administration; school safety and security practices; requirements of National School Breakfast/Lunch Program; storage processes; USDA community food program; inventory processes; Food safety procedures and practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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; communicating effectively; assessing needs and issues; training others; solving problems; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent to: Graduation from high school or equivalent. Course work or training in culinary arts preferred. Three (3) years of experience in large quantity food preparation, distribution, service, inventory control and/or processing supply and equipment, preferably in a food service environment. Culinary experience is preferred.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Food Handlers/ServSafe Certificate

Continuing Educ. / Training

Mandated Reporter Training
USDA Professional Standards

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 21.5

Revised Date

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

Child Nutrition Worker

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Child Nutrition Worker is done for the purpose/s of performing a variety of duties related to child nutrition programs; preparing and serving food items to students and/or school personnel; maintaining food service facilities in a clean and sanitary condition; engaging with and guiding students in the area of edible education; collecting money and making change; preparing, cooking and serving food; and performing other duties relative to assigned area of responsibility.

This job reports to Assignment Administrator.

Essential Functions

- Cooks and serves food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Prepares service line with food and beverage items, small wares, and equipment for the purpose of serving them to students and staff in an efficient manner.
- Follows established standard operating procedures for the purpose of ensuring compliance of USDA, CDE, Health Department, and District policies.
- Collects money and make change for the purpose of supporting cafeteria functions.
- Maintains kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Cleans utensils, equipment, storage, and food preparation and serving areas (e.g. washes, disinfects, sanitizes, mops, sweeps, removes trash, etc.) for the purpose of maintaining required sanitary conditions.
- Inventories, receives, and stores (e.g. dates items, moves older items to the front, etc.) for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Reports operational concerns or equipment malfunctions to CN Coordinator for the purpose of notifying supervisor of need for repair and/or replacement.
- Assists in the preparation of a variety of routine reports related to food services (e.g. production records, temperature logs, inventory, moneys collected, etc.) for the purpose of ensuring compliance and providing information.

Other Functions

- Performs reasonably related other job functions and tasks 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 multiple 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: adhering to safety practices; operating equipment found in a commercial kitchen; collecting money and making change; operating a variety of kitchen equipment and appliances in a safe and efficient manner; preparing simple records and reports; and communicating clearly and concisely, both orally and in writing.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: sanitary and safety standards required in food handling; reading recipes and measuring food items; quantify of food preparation and handling; sanitation practices; kitchen equipment, utensils, and measurements; methods of preparing and serving food in large quantities; record-keeping techniques; basic food preparation including washing, cutting, cooking, and assembling food and ingredients; and proper methods of storing food items and supplies.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; establishing and maintaining effective working relationships; working with interruptions; maintaining confidentiality of privileged information; understanding and follow oral and written directions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. .

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 climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 35% walking, 60% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education:** Completion of the Eighth Grade is desired.
- Equivalency:** Any combination equivalent to: Graduation from high school or equivalency is desirable. One (1) year of food handling and preparation experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Food Handlers/ServSafe Certificate - desirable

Continuing Educ. / Training

Mandated Reporter Training
USDA Annual Professional Standards Requirement

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 14.5

Revised Date

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Approval of five job descriptions revisions for Fiscal Services

All five classified job descriptions in the Child Nutrition Services series have been reviewed, with following four title changes:

- Payroll Technician changes to Payroll Accounting Technician
- Senior Payroll Technician changes to Senior Payroll Accounting Technician
- Accounting Specialist III changes to Accounting Specialist
- Accounting Specialist IV changes to Senior Accounting Specialist

The recommended salary range allocation will come in future meeting, after district administration and classified human resources office complete the review of the recommendations submitted by EMS.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the five newly revised job classifications with title changes, while maintain the current CSEA Salary Schedule.

ADDITIONAL MATERIALS:

- Attached:** [Position Control Specialist.pdf](#)
[Senior Accounting Specialist.pdf](#)
[Senior Payroll Accounting Technician.pdf](#)
[Accounting Specialist.pdf](#)
[Payroll Accounting Technician.pdf](#)

Position Control Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Position Control Specialist is done for the purpose/s of coordinating and performing complex analytical and technical financial and budgeting work in support of the control function of the financial system for all positions in the District; exercising independent judgment in assisting in the formulation, analysis and execution of the general budget and authorized positions in accordance with established policies and procedures; working closely with site and department administrative staff in order to develop and manage site budgets; managing budget updates and calculates site allocations; creating and/or compiles position allocation, position control, budget, and other related reports as directed, and performing a variety of other duties relative to assigned area of responsibility.

This job reports to director of Finance or Designee.

Essential Functions

- Conducts complex analytical and technical tasks involving the position control system for the purpose of assisting in the budget development and the preparation of the annual District budgets.
- Reviews and adjusts position, site, or department budgets in accordance with personnel actions (e.g. reclassification, changes in position Full-Time Equivalency (FTE), or salary reallocation, etc.) for the purpose of ensuring the financial resource for the site/department is sufficient for the personnel actions.
- Acts as liaison, serves as resource, confers with, and responds to inquiries with site staff and administration regarding staffing formulas, budgeting of positions, payroll and financial procedures and issues for the purpose of providing budgetary information; and increasing the understanding of proper position control.
- Analyzes financial and budgetary information related to position control (e.g. site budget reports, expenditures, variances, projections, etc.) for the purpose of identifying budget variances, compiling statistical information, identifying long-term budgetary goals, and/or conforming to established guidelines for the sites and departments.
- Advises and works closely with human resource, district administrative staff and school officials for the purpose of ensuring the accuracy of position control records.
- Compiles statistical and budget data; calculates cost allocations and projections for position control for the purpose of developing budget recommendations; providing summaries; and/or ensuring compliance with established regulatory guidelines.
- Sets up authorized positions in the position control system (e.g. creating and maintaining position control records and logs; advising others on change of position, budget, and account codes, etc.) for the purpose of meeting requirements in accordance with accounting manual.
- Develops special and regular financial and budget reports and written documentations (e.g. position allocation, position control, budget, etc.) for the purpose of summarizing budget and financial data for management and school official use in their decision-making processes.
- Confers with and assists site and department administrative staff with technical budgeting issues (e.g. developing site budget, inputting budget into the financial management system, revising budget, and preparing salary projection, etc.) for the purpose of preparing the information and data required for developing budgets and monitoring expenditures.

- Processes site budget transfers, amendments, and position control for the purpose of ensuring accuracy of data for decision making and/or complying with regulatory requirements.
- Receives and reviews requests to establish new or fill existing vacant positions for the purpose of ensuring positions are authorized and site funds are available.
- Provides information and direction to other department staff on budget, payroll, and HRA issues and future year set-up issues for the purpose of ensuring job functions are performed appropriately.
- Maintains manual and electronic files, documents and records (e.g. account structure, current and historical budget data by sites, financial records, position control, transfers, board actions, etc.) for the purpose of providing up-to-date reference and audit trail.
- Conducts small group meetings and/or meets with site staff and administration for the purpose of providing technical assistance and collaborating in the budget development process and position control.
- Participates in unit meetings, in-service training, workshops, and webinars for the purpose of conveying and/or gathering budget and position control information required to perform job functions.

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 office.

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 a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines; performing accounting procedures and standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; principles and objectives of budget preparation; financial database systems and software capabilities including spreadsheets; financial record keeping methods; district organization and administration; and laws, rules, and regulations governing public agency and school district accounting and budgeting operations.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a 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 data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently 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: utilizing computer database systems for financial data collection and analysis; working with detailed information/data; making arithmetic calculations quickly and accurately; preparing clear and comprehensive financial reports; establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; exercising good judgement; working effectively with minimal direction; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a

generally clean and healthy environment.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** Community college and/or vocational school degree with study in job-related area with an emphasis in business administration, accounting, or related field.
- Equivalency:** Two (2) years of college-level coursework in accounting, business administration, or a closely related field. Two (2) years of clerical accounting experience in accounts payable, accounts receivable, payroll, budgeting, or a closely related field. Experience working with position control functions and procedures is highly desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 24

Revised Date

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Senior Accounting Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Senior Accounting Specialist is done for the purpose/s of performing complex technical financial related functions in accounts payable, budgeting, accounting, food services, categorical bookkeeping and employee benefits; exercising independent judgment and in-depth knowledge related to District financial policies and procedures; assisting with the implementation of District financial policies and procedures; trouble-shooting financial problems and questions; assisting in planning and organizing department functions; assisting in technical staff training; providing instructions, recommendations and/or accounting support to other personnel; and processing a variety of job functions relative to assigned area of responsibility.

This job reports to Director of Finance or Designee.

Essential Functions

- Conducts internal audits (e.g. checking categorical and program accounts, reviewing expenditure and activities, year-end journal entries and adjustment, etc.) for the purpose of ensuring the record keeping is in compliance with district/Program regulations and policies.
- Analyzes and verifies financial reports and statements, records of expenditure accounts, financial transactions and estimate costs for the purpose of assisting the preparation and revision of district and site budget process; identifying potential budget variances, and conforming to established financial practices and regulatory requirements.
- Creates and maintains a wide variety of financial information, files and records using the Excel, Word, Escape and Account-Ability programs (e.g. accounts payable, accounts receivable, contracts and agreements, ledgers, bank statements, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Organizes fiscal service information meetings and participates in unit meetings, in-service training for assigned staff, workshops, webinars for the purpose of conveying and gathering information required to perform accounting responsibilities.
- Compiles and verifies a wide variety of financial information related to work assignments including district bank accounts for the purpose of establishing and maintaining accounts, and reconciling account balances in district records.
- Provides orientation and support to other departmental and school site personnel regarding accounting and budget technical, procedures and program requirements (e.g. payroll, accounts payable, accounts receivable, facilities, etc.) for the purpose of ensuring efficient processing in compliance within district fiscal policy and established regulatory guidelines.
- Assists auditors on various financial activities (e.g. providing procedural data, source documents, information on audit trails; collecting data; reconciling accounts; preparing governmental required reports, etc.) for the purpose of providing historical documentation and information on internal process that is required for audit submittal.
- Monitors the financial conditions of assigned funds and programs of various sites and departments for the purpose of preparing and recording the accounting journal entries; ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices.

- Reconciles a wide variety of financial data (e.g. monthly bank statements, invoices, claims, fees and payments, taxes, payroll, etc.) for the purpose of maintaining accurate financial processes and ensuring compliance with established accounting practices.
- Participates in the preparation of the year-end closing process and County, State and Federal Reports (e.g. accounts payable and receivable, accruals and reconciliations, various funds and programs, etc.) for the purpose of conforming to established legal financial practices and regulatory requirements.
- Serves as liaison and resource person between Department and District personnel, governmental agencies; responds to inquiries on budgeting and accounting from a wide variety of sources (e.g. district employees, vendors, auditors, administration, bank, other schools, etc.) for the purpose of facilitating communication, answering inquiries, interpreting fiscal procedures and/or application of District regulations and policies; and assists in training department staff.
- May assist in the daily operation of various function areas within the Business Department (e.g. payroll, accounts payable, accounts receivable, budgeting, fiscal record keeping, food service, categorical bookkeeping, and employee benefits, etc.) for the purpose of providing work coordination, participating in staff training, and resolving accounting and budget related issues.

Other Functions

- Performs reasonably related other job functions and tasks 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 department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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 a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines; performing accounting procedures and standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Public school accounting and financial record keeping principles and procedures; Federal, State and local laws, codes and regulations pertaining to school financial operations and reporting requirements; payroll taxes, deductions, retirement programs and specialized compensation programs; and financial system data processing concepts and procedures.

ABILITY is required to schedule activities; often gather, collate, and/or classify 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 a variety of data; and utilize job-related equipment. Problem solving with data frequently 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: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; exercising good judgement; working effectively within established schedules with minimal direction; communicating effectively; assessing issues and problems, and providing solutions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.
Education: High School Diploma or Equivalent supplemented with Community College Courses.
Equivalency: Any combination equivalent to: Graduation from high school supplemented by college-level course work in accounting or related field; and three (3) years of increasingly responsible budget, accounts payable, accounts receivable, payroll, financial or clerical accounting experience; lead experience preferable.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 23

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Senior Payroll Accounting Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Senior Payroll Accounting Technician is done for the purpose/s of performing a variety of advanced technical payroll accounting transactions involved in establishing, analyzing, auditing, reconciling, and maintaining manual and automated financial and payroll records to assure District employees are paid in an accurate and timely manner; performing complex payroll calculations and processes; verifying and updating payroll records; identifying and solving payroll problems; ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; preparing summary payroll reports; and providing work direction and guidance to assigned personnel.

This job reports to Director of Finance or Designee.

Essential Functions

- Performs a variety of advanced technical payroll accounting activities in accordance with established policies and procedures; receiving, reviewing, verifying, preparing, processing, and auditing various payroll records and documents for the purpose of assuring District employees are paid in an accurate and timely manner.
- Coordinates with Human Resources and Risk Management on various special record keeping and payroll accounting transactions (e.g. information on new, resigning, and retiring employees; exhausted leaves or possible job abandonments; long term leaves of absence; verification of employment, etc.) for the purpose of providing timely information, ensuring accurate payroll payments, and avoiding overpayment.
- Oversees the establishment and maintenance of detailed payroll information, files and records for District personnel (e.g. pay rates, contributions, tax withholdings, tax shelter annuities, garnishment order from government agencies, vacation, sick leave, payroll deductions, including union dues and retirement, long term leaves, sub pay, pay cycle spreadsheet, etc.) for the purpose of ensuring the availability of documentation and compliance with established payroll policies and regulatory guidelines.
- Serves as primary technical resource to employees, county office, and outside agencies concerning district payroll functions, and responds to inquiries regarding payroll procedures (e.g. canceled and reissued checks, salaries, deductions, leave, Federal and State withholding taxes, transactions, practices, policies and procedures, contributions, direct deposits, etc.) for the purpose of providing and exchanging necessary information for making decisions, assisting employees, taking appropriate action, and/or complying with established fiscal guidelines.
- Audits various payroll data, records, and reports; compares, reconciles, identifies errors, and makes appropriate corrections and adjustments (e.g. forms, statements, records, reports, lists, spreadsheets, time cards, taxes, etc.) for the purpose of assuring proper calculation and reporting of payroll data.
- Reconciles discrepancies with payroll and/or benefit information and/or documentation, through interacting closely with Human Resources, Budgeting and other departments (e.g. payroll, benefit provider/s, withholding versus W4, salary status, payroll adjustments, problems, employment status, etc.) for the purpose of ensuring accuracy of payroll records and employee payments.
- Trains and provides working directions to other payroll staff regarding technical payroll accounting transaction process for the purpose of ensuring compliance with mandated requirements, District policies, and generally accepted payroll and accounting principles.

- Reviews and corrects payroll errors before processing payroll information and documents in assigned computer system (e.g. employee time sheets, regular and supplemental payroll, pay rates, salary adjustments, overtime pay, authorizing signatures, coding, etc.) for the purpose of assuring accuracy and completeness of entered payroll data.
- Researches discrepancies of payroll information and/or documentation; and responds to inquiries (e.g. time sheets, leave time, district payroll policies, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Monitors and processes a variety of complex and/or special payroll related transactions; and maintains payroll control (e.g. garnishments, supplemental payroll, time sheets, withholding information, hours, tax information, grant, leave, days worked and work assignment, retroactive pay, lost warrants and overtime, vendor payments, voluntary deduction, etc.) for the purpose of updating information, authorizing timely payment, and complying with established payroll practices.
- Participates in and organizes meetings, in-service training, workshops, webinars for the purpose of conveying and/or gathering payroll and accounting information required to perform job functions.

Other Functions

- Translates a variety of payroll/human resources information from English to a second language and from that language into English for the purpose of interpreting and facilitating communication on payroll procedures, practices, and policies between staff and non-English speaking members of the public.
- Performs reasonably related other job functions and tasks 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 multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, typewriters, calculators, and fax machines; performing payroll procedures and standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: fiscal practices and procedures; financial record keeping; district certificated and classified bargaining unit contracts as they apply to compensation and leave benefits; applicable provisions of the Education Code; Federal and State tax laws and District payroll rules and regulations; District organization, operations and objectives; technical aspects of payroll transactions including tax computations; computer software applications including spreadsheets; telephone etiquette; and training principles.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze 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 a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently 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: reviewing work for accuracy and completeness; communicating with diverse groups; dealing tactfully and effectively with employees and others; meeting deadlines and schedules; working as part of a team; adapting to changing priorities; providing working directions; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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: some

lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

- Experience:** Job related experience with increasing levels of responsibility is required.
- Education:** High School Diploma or Equivalent supplemented with Community College Courses.
- Equivalency:** Any combination equivalent to: Graduation from high school supplemented by college-level course work in accounting or related field; and two (2) year experience in payroll, accounting or related area, preferably in government agencies. Lead experience is desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 23.5

Revised Date

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Accounting Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Accounting Specialist is done for the purpose/s of performing technical financial and accounting work requiring independent judgement in accounts payable, accounts receivable, accounting; processing, recording, updating, and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; analyzing expenditures against budget; and processing a variety of job functions relative to assigned area of responsibility.

This job reports to Director of Finance or Designee.

Essential Functions

- Prepares and processes invoices, statements, requisitions, checks, and similar documents; verifies appropriate payment accounts; and matches invoices with packing lists, purchase orders, and other documents for the purpose of providing accurate District payments.
- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Prepares and issues invoices; collects and reconciles a variety of payments and fees; and contacts parties to follow-up on uncollected payments for the purpose of ensuring accurate and timely receipt of funds to the district.
- Calculates miscellaneous tax payments and processes (e.g. tax forms, etc.) for the purpose of providing accurate compilation to appropriate departments and agencies.
- Oversees information for other District Departments (e.g. personnel, school sites, outside agencies, etc.) for the purpose of ensuring accuracy and adherence established procedures prior to processing.
- Reconciles a variety of financial data (e.g. invoices, fees, payments, etc.) for the purpose of maintaining accurate financial processes and ensuring compliance with established accounting practices.
- Assists auditors for the purpose of providing historical documentation and information on internal process that is required for audit.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, administration, etc.) for the purpose of facilitating communication and providing guidance among several parties; providing information and referral for addressing inquiry.
- Recommends policies, procedures and actions on issues that relate to accounting functions for the purpose of providing direction and decision making.
- Provides orientation and support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Monitors records and accounts for the purpose of ensuring that allocations are accurate, related revenues are generated and/or posted, expenses are within budget limits and/or fiscal practices are followed.
- Compiles a variety of financial information related to work assignments for the purpose of providing required documentation and processing information.

- Maintains a variety of financial information, files and records (e.g. accounts payable, accounts receivable, contracts; District contracts and agreements, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and gathering information required to perform accounting responsibilities.

Other Functions

- Performs reasonably related other job functions and tasks 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 department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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 district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; interpreting regulations, policies, procedures; performing alphanumeric and 10-key data entry quickly and accurately and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; principles and objectives of budget preparation; financial database systems and software capabilities including spreadsheets; financial record keeping methods; district organization and administration; and laws, rules, and regulations governing public agency and school district accounting and budgeting operations.

ABILITY is required to schedule activities; often gather, collate, and/or classify 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 a variety of data; and utilize job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: utilizing computer database systems for financial data collection and analysis; working with detailed information/data; making arithmetic calculations quickly and accurately; preparing clear and comprehensive financial reports; establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent to: Graduation from high school supplemented by college-level course work in business administration, accounting, or related field; and two (2) years of accounts payable, accounts receivable, financial, or clerical accounting experience.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 21.5

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Payroll Accounting Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Payroll Accounting Technician is done for the purpose/s of performing the full range of technical payroll accounting transaction functions to assure District employees are paid in an accurate and timely manner; preparing and processing regular and supplemental payrolls; calculating, verifying, and updating a variety of payroll data; responding and resolving payroll issues; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Director of Finance or Designee.

Essential Functions

- Compiles and reviews payroll information and documents in assigned computer system (e.g. employee time sheets, regular and supplemental payroll, pay rates, salary adjustments, overtime pay, authorizing signatures, coding, etc.) for the purpose of assuring accuracy and completeness of input and output data.
- Updates and maintains detailed payroll information, files, and payroll records for District personnel (e.g. pay rates, contributions, tax withholdings, tax shelter annuities, vacation and sick leave, payroll deductions, including union dues and retirement, etc.) for the purpose of ensuring the availability of documentation and compliance with established payroll policies and regulatory guidelines.
- Reviews and audits various payroll data, records and reports; compares, reconciles, identifies errors; and makes appropriate corrections and adjustments for the purpose of ensuring payroll accuracy and completeness.
- Sorts and distributes payroll and other related documents (e.g. new/change deduction forms, paystubs, etc.) for the purpose of providing documents in a timely manner.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or benefit information and/or documentation by interacting closely with Human Resources, Budgeting, and other departments (e.g. payroll, benefit provider/s, withholding W4, salary status, payroll adjustments, problems, employment status, etc.) for the purpose of ensuring accuracy of payroll records and employee payments.
- Prepares written materials and reports and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and/or administrative requirements.
- Processes a variety of payroll related transactions and balance payroll cycles (e.g. time sheets, withholding information, hours, tax information, leave, days worked and work assignment, retroactive pay, lost warrants and overtime, etc.) for the purpose of updating information, authorizing timely payment, maintaining accurate account balances, and complying with established payroll practices.
- Serves as an informational resource to employees and outside agencies concerning assigned payroll functions and responses to inquiries regarding payroll procedures (e.g. salaries, deductions, leave, taxes, paychecks, transactions, issues, practices, policies and procedures, contributions, direct deposits, etc.) for the purpose of providing and exchanging necessary information for making decisions; assisting employees; taking appropriate action; and/or complying with established fiscal guidelines.
- Participates in unit meetings, in-service training, workshops, webinars etc. for the purpose of conveying and/or gathering payroll and accounting information required to perform job functions.

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 assigned work site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to 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 utilizing pertinent software applications; and organizing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: fiscal practices and procedures; financial record keeping; district certificated and classified bargaining unit contracts as they apply to compensation and leave benefits; applicable provisions of the Education Code; Federal and State tax laws and District payroll rules and regulations; District organization, operations and objectives; technical aspects of payroll transactions including tax computations; computer software applications including spreadsheets; telephone etiquette; and modern office equipment including personal computer, keyboard and ten key calculator.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently 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: reviewing work for accuracy and completeness; communicating with diverse groups; dealing tactfully and effectively with employees and others; meeting deadlines and schedules; working as part of a team; adapting to changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High School Diploma or Equivalent supplemented with Community College Courses.

Equivalency: Any combination equivalent to: Graduation from high school supplemented by college-level course work in accounting or related field; and two (2) years of office clerical experience, with one (1) year in payroll, accounting or related area.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Approval Date

Salary Grade

Revised Date

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PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Approval of five job description revisions for Purchasing/Graphics/Warehouse

All five classified job descriptions in the Purchasing/Graphics/Warehouse Services series have been reviewed.

The recommended salary range allocation will come in future meeting, after district administration and classified human resources office complete the review of the recommendations submitted by EMS.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the five newly revised job classifications, while maintain the current CSEA Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Reprographics Technician.pdf](#)
[Shipping-Receiving Clerk-Delivery Driver.pdf](#)
[Warehouse Worker-Delivery Driver.pdf](#)
[Buyer.pdf](#)
[Reprographics Coordinator.pdf](#)

Reprographics Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Reprographics Technician is done for the purpose/s of performing duties in the operation of digital high-speed printers, copiers, scanners, computers, color copiers, and peripheral equipment; reproducing a variety of printed and copied materials in a timely manner; performing a variety of technical tasks relative to assigned area of responsibility; providing support to the duplicating process with specific responsibilities for completing requests in accordance with work order specifications, including copying, collating, binding, paper stock, etc.; assisting with design and layout of materials; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timelines.

This job reports to Director of Purchasing or Designee.

Essential Functions

- Prepares copiers (e.g. inspecting paper and supplies, cleaning and maintaining equipment, etc.) for the purpose of ensuring quality production.
- Inspects copied jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Designs, edits, and/or creates (e.g. layouts, images, text, etc.) for the purpose of creating visual communication to convey information and messages to the students, parents, and staff.
- Operates high speed digital printers, copiers and related equipment for the purpose of reproducing instructional, administrative and business materials.
- Performs minor repairs and routine maintenance for the purpose of maintaining machines and equipment in adequate working condition.
- Assists district employees, parents, etc. with the design and production requirements for printing jobs (e.g. recommending paper, reviewing layout, evaluating costs, etc.) for the purpose of duplicating materials in accordance with defined specifications.
- Ensures job information is complete (e.g. selection and preparing required stock and materials, etc.) for the purpose of providing necessary processes for job completion and delivery to District Office departments.
- Provides technical information and design assistance for the purpose of providing materials requested by school personnel for production.
- Performs minor maintenance (e.g. repairs and arranging for equip technicians and vendors as needed, etc.) for the purpose of ensuring optimal operation of the Reprographic department.
- Orders supplies and materials from internal and external sources for the purpose of ensuring the availability of supplies as needed.
- Prepares completed jobs for delivery (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Reviews materials submitted for duplication (e.g. layout, paper-request, etc.) for the purpose of correcting errors, avoiding unnecessary expenses and meeting requester's needs.
- Responds to inquires for the purpose of providing information and direction.

- Maintains manual and electronic documents, files and records (e.g. job orders, originals, inventory of handbooks, cost analyses, printing requisitions, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.

Other Functions

- Performs reasonably related other job functions and tasks 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: adhering to safety practices; operating equipment used in reprographics processes; and preparing and maintaining accurate records; maintaining reprographic and related equipment in proper working condition; performing minor repairs; relating to vendors; providing information and assistance to staff.

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: operation of bindery and high speed digital printing equipment; safety practices and procedures; pertinent federal, state and local laws, codes and regulations; regulations and policies of the the reprographics department; graphic arts, digital printing, and terminology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; working with frequent interruptions; operating reprographic equipment; communicating effectively; estimating time needed for completion of work orders; planning and organizing work; accuracy and attention to detail; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. 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 climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High School Diploma or Equivalent supplemented with Community College Courses.

Equivalency: Any combination equivalent to: Graduation from high school or equivalency. Specialized training in graphics high-speed digital printing and copying operation is desirable. Two (2) years of experience in the operation of high-speed printing and reprographics support equipment such as copy machines, collators, folders, binders, heavy duty staplers, paper drills and power paper cutters in a high production environment.

Required Testing

Certificates and Licenses

Job-Related Skills Proficiency Test

None Specified

Continuing Educ. / Training

Clearances

Mandated Reporter Training

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 20.5

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Shipping/Receiving Clerk/Delivery Driver

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Shipping/Receiving Clerk/Delivery Driver is done for the purpose/s of receiving and processing incoming materials; monitoring and maintaining inventory records; performing clerical duties in support of shipping and receiving; and transporting various supplies and equipment from warehouse to school sites.

This job reports to Director of Purchasing & Warehouse, or designee

Essential Functions

- Performs a variety of warehouse functions (e.g. receiving goods, stocking, delivering stock, preparing orders, etc.) for the purpose of assuring the smooth function of the warehouse.
- Helps maintain storage, inventory, and disposal of surplus furniture and equipment for the purpose of complying with current district guidelines and regulations.
- Receives and processes shipments for the purpose of distributing incoming shipments according to standards; marking and shelving stock items; and preparing purchase order items for delivery by routes.
- Inspects shipment of materials, food items, equipment, and supplies received for the purpose of assuring compliance with purchase order specifications, and identifying and reporting shortages, damaged goods, or other discrepancies.
- Prepares items for delivery to school sites and cafeterias (e.g. loads and unloads trucks for delivery, etc.) for the purpose of ensuring accuracy and delivery in a timely manner.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Maintains stock inventory and warehouse in a safe, clean, and orderly condition for the purpose of ensuring compliance with safety regulations.
- Operates a variety of equipment (e.g. fork lifts, trucks, vans, stock chasers, manual pallet jack, electric pallet jack, stock picker, etc.) for the purpose of loading and unloading items and transporting orders and materials to designated sites in a safe manner.
- Responds to inquiries from staff, purchasing department, buyers for the purpose of providing information related to warehouse items and activities as required.
- Maintains manual and electronic records (e.g. shipments, orders, etc.) for the purpose of documenting activities and providing reliable resource information to staff, supervisors, and auditors.
- Drives vehicles as needed (e.g. truck, van, etc.) for the purpose of transporting orders and materials to designated sites.

Other Functions

- Performs reasonably related other job functions and tasks 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 multiple tasks with a potential need to upgrade skills in order to meet changing job

conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and oral and written communication.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: handling procedures used in the receipt, storage, control, inventory, and distribution of materials; shipping and receiving procedures; proper methods for storing equipment, materials, and supplies; proper methods of loading and unloading delivery vehicles; inventory procedures and techniques; and using ESCAPE software.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a 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 a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently 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: adapting to changing work priorities; meeting deadlines and schedules; communicating with diverse groups; working as part of a team; working with constant interruptions; setting priorities; meeting deadlines and schedules; and providing direction and leadership.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, 40% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent to: Graduation from high school or equivalency. Two (2) years of general warehouse shipping and receiving experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Forklift Certificate
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance
Drug Test Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 20

Revised Date

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Warehouse Worker/Delivery Driver

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Warehouse Worker/Delivery Driver is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting food, supplies, and equipment from the warehouse to school sites; ensuring specifications, quantity, and quality of orders are correct; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Director of Purchasing, Warehouse Manager or designee.

Essential Functions

- Collects mail bags and packages from schools for the purpose of ensuring the accuracy and timely delivery of items.
- Transfers furniture and supplies to storage, to the dump, and from one school to another, for the purpose of responding to district staff requests.
- Assists Shipping/Receiving Clerk/Delivery Driver, unloads, checks, and shelves incoming items stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Loads and unloads delivery trucks for the purpose of receiving stock and/or filling orders for transport.
- Participates in physical warehouse inventories as assigned for the purpose of verifying stock and identifying losses.
- Transports a variety of items (e.g. records/files, office equipment, materials, cafeteria food and supplies, etc.) for the purpose of receiving and/or delivering materials as required.
- Delivers a variety of items (e.g. frozen and dry foods, boxes, packages, district mail, office supplies, teacher documents, money, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Prepares orders and keeps track of all shipments for the purpose of meeting delivery requirements and providing information.
- Maintains stock inventory and warehouse in a safe, clean, and orderly condition for the purpose of ensuring compliance with safety regulations.
- Drives and operates a variety of equipment (e.g. fork lifts, trucks, vans, stock chasers, manual pallet jack, electric pallet jack, stock picker, etc.) for the purpose of loading and unloading items and transporting orders and materials to designated sites in a safe manner.
- Responds to inquiries of staff and vendors for the purpose of providing information related to warehoused items and activities as required.
- Maintains delivery vehicles (e.g. checking fluid levels, oil, tires, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.

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 warehouse operation.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment; preparing and maintaining accurate records; and oral and written communication.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health and safety regulatory practices; handling procedures used in the receipt, storage, control, inventory, and distribution of materials; shipping and receiving procedures; proper methods for storing equipment, materials, and supplies; inventory procedures and techniques; proper methods of unloading delivery vehicles; basic computer use; and basic vehicle maintenance.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working with constant interruptions; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Forklift Certificate
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance
Drug Test Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 18

Revised Date

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Buyer

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Buyer is done for the purpose/s of performing a variety of specialized technical job functions in the procurement, receipt, and distribution of goods, materials, supplies, equipment, and services; preparing and evaluating bids; responding to inquiries regarding purchasing processes or bid status; coordinating and implementing purchasing follow-up activities in compliance with mandated requirements; and assuring efficient, fiscally sound and timely purchases.

This job reports to Director of Purchasing or Designee.

Essential Functions

- Purchases materials, supplies, equipment and services by issuing purchase orders for the purpose of completing purchasing processes in accordance with established district procedures, policies and state and federal laws.
- Monitors the purchase of the supplies and materials stored in the district warehouse in conjunction with the Warehouse Manager (e.g. conducting annual physical inventory; analyzing and maintaining computerized inventory of stores, etc.) for the purpose of ensuring the needed supplies and communicating inventory changes to all schools and departments.
- Coordinates cycles of purchase order activities (e.g. placing purchase orders; verifying price, product quality, service, and delivery; reviewing requisitions; resolving purchase order problems; distributing purchase order; copies; and conducting follow-up activities, etc.) for the purpose of ensuring completeness and accuracy for purchase order transactions.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Develops and maintains purchasing information, files and records (e.g. Requests for Proposal, bids received, purchase orders, vendor files, contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Oversees required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment, etc.) for the purpose of acquiring necessary resources to support district purchasing operation.
- Responds to purchasing inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Acts as technical advisor and resource person to District, schools and departments regarding purchasing procedures, quality of supplies, goods and equipment, the modification of purchasing specifications, and the standardization of equipment and supplies for the purpose of ensuring purchases are within state and district requirements/regulations.
- Evaluates requisitions, orders, vendor bids, proposals, and quotations for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Researches develops, and evaluates sources of contracts, suppliers, equipment, regulations, supply and specifications for the goods, material, services used by the district for the purpose of ensuring compliance with purchasing and budgetary guidelines.

- Contacts and evaluates vendors (e.g. inviting quotations and bids after preparing product and service specifications from draft materials supplied by District schools and departments; maintaining vendor lists; adding new vendors; maintaining current catalogs used within the district, etc.) for the purpose of determining their capability for performing to established specifications.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.
- Prepares written materials and electronic financial information (e.g. reports, bids, quotations, services and correspondences, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, and buyer workshops for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Performs reasonably related other job functions and tasks 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 potential need to 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 utilizing pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and procedures of evaluating, purchasing and storing goods, materials supplies, and equipment for a public agency; sources of commodities, supplies, services, materials and equipment; pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management and accounting.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: preparing clear specifications in accordance with established procedures and format; interpreting and applying laws, rules, regulations and District policy pertaining to purchasing operation; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School Diploma or Equivalent supplemented with Community College Courses.

Equivalency: Any combination equivalent to: Completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a closely related field; three (3) years of responsible technical experience involving purchasing activities, including the coordination and buying of specific commodities, preferably with a public agency, preferably with one year of lead responsibility.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 23

Revised Date

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Reprographics Coordinator

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Reprographics Coordinator is done for the purpose/s of designing, planning, and organizing the District's Reprographics department; providing work direction to assigned personnel; managing operation of digital high-speed printers, copiers, and peripheral equipment; reproducing a variety of printed and copied materials in a timely manner; perform technical tasks relative to printing and reproduction of materials; completing requests in accordance with work order specifications; performing routine and minor maintenance on high speed copiers; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timelines.

This job reports to Director of Purchasing or Designee.

Essential Functions

- Oversees the work assigned to the Reprographics Technician for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Assists district employees, parents, etc. with the design and production requirements for printing jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Provides a variety of technical information and assistance (e.g. for District personnel, etc.) for the purpose of providing appropriate reproduction materials and methods, design ideas, costs and scheduling.
- Maintains digital printing equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.
- Operates various equipment (e.g. collators, stitches, folders, paper cutters, drills, shrink wrapping equipment, etc.) for the purpose of ensuring efficiency and accuracy of reprographic materials orders.
- Visualizes and creates illustrations, layouts, and logos by hand and design software for curriculum, posters, banners, fliers, and other media required by District or school staff for the purpose of providing the most effective services.
- Performs standard maintenance and repair of digital printing equipment and bindery equipment and coordinates its repair for the purpose of reproducing instructional, administrative and business materials.
- Performs preventive maintenance (e.g. to reprographics equipment; arranging equipment repairs and service technicians and vendors, etc.) for the purpose of ensuring optimal operation of reprographic equipment.
- Answers questions from district employees and vendors for the purpose of providing general information and status inquiries.
- Reviews incoming job orders (e.g. planning, organizing, scheduling reproduction and digital printing/copy work, etc.) for the purpose of establishing timelines and maintaining work flow.
- Confers with vendors (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring requested materials and supplies, placement of orders.
- Prepares a variety of materials (e.g. name badges, ID cards, banners, etc.) for the purpose of supplying a variety of District materials.

- Oversees waste disposal for the purpose of ensuring compliance with waste disposal regulations.
- Compiles information (e.g. regular reports, etc.) for the purpose of informing the District about the operation and activities of the reprographic department.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.

Other Functions

- Performs reasonably related other job functions and tasks 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 multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in reprographics operations; and preparing and maintaining accurate records; analyzing data; customer service; desktop publishing; diagnosing equipment malfunctions; material handling techniques; operating digital high speed and color printers/copiers, and peripheral equipment; providing information to staff in a helpful, courteous and timely manner.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: rules, regulations, and policies of the reprographics department; operation, programming, basic maintenance, and repair of high-speed digital printers, copiers, and related equipment; graphic arts, digital printing, and copy terminology; general bindery procedures; aspects of reprographics operations including computers and high speed photocopying equipment; pertinent federal, state, and local laws, codes, and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: estimating costs, materials, and equipment needs; meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; communicating effectively; working independently; maintaining accurate records and preparing necessary reports, in a timely fashion; and working with frequent interruptions; accuracy and attention to detail; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking 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 climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: job related experience is required, with increasing level of responsibility is desired.

Education: High School Diploma or Equivalent supplemented with Community College Courses.
Equivalency: Any combination equivalent to: Graduation from high school or equivalency. Specialized training in graphics high-speed digital printing and copying operation is desirable. Three (3) years of experience in the operation of high-speed printing and reprographics support equipment such as copy machines, collators, folders, binders, heavy duty staplers, paper drills and power paper cutters in a high production environment. Experience in a lead capacity is desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 22.5

Revised Date

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PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Approval of six job description revisions for Technology Services

All six classified job descriptions in the Technology Services series have been reviewed, with following three title changes:

- Information Technology Project Coordinator changes to Coordinator, Information Technology Project
- Site Technology Coordinator changes to Coordinator, Information Technology Support
- Technology Services Technician changes to Information Technology Support Technician

The recommended salary range allocation will come in future meeting, after district administration and classified human resources office complete the review of the recommendations submitted by EMS.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the six newly revised job classifications with title changes, while maintain the current CSEA Salary Schedule.

ADDITIONAL MATERIALS:

- Attached:** [Coordinator Information Technology Project.pdf](#)
[Coordinator, Information Technology Support.pdf](#)
[Information Systems Data Technician.pdf](#)
[Information Technology Support Specialist.pdf](#)
[Instructional Materials Warehouse Attendant-Driver.pdf](#)
[Network Systems Analyst.pdf](#)

Coordinator, Information Technology Project

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Coordinator, Information Technology Project is done for the purpose/s of coordinating District Information Technology projects in support of creating future ready learning environments; performing a variety of duties involved the planning, installation, configuration, operation, maintenance, and repair of learning systems; providing support to principals, teachers, and other site and district personnel; administering, maintaining, and assuring smooth and efficient functions of district information technology projects and related systems; and providing information to superiors to make informative decisions.

This job reports to Chief Information Officer, Director of Network Operations, or designee.

Essential Functions

- Plans, coordinates, and oversees technology projects district-wide (e.g. learning spaces, digital display systems, audio and video systems, camera and security systems, etc.) for the purpose of assuring compliance with applicable laws, codes, rules and regulations.
- Coordinates support activities and services for successful completion of projects: monitors the completion of project phases; identifies and resolves issues delaying progress or delivery of products and services; and advises administration on status of projects and issues affecting completion of projects for the purpose of completing projects and/or delivering services in a timely fashion.
- Performs a variety of duties involved in the installation, set-up, configuration, modification, and maintenance of digital display systems, audio and video systems, camera, and security systems for the purpose of assuring the smooth function of district learning environments.
- Coordinates low voltage systems installation with facility staff for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Identifies scope of proposed work (e.g. creates overall project plan, schedules work implementation, oversees and inspects work in progress, reviews invoices for payment, etc.) for the purpose of ensuring work is completed in a timely manner and project is within budget.
- Conducts site inspections with vendors and district staff for new projects; blueprints interpretation to determine what resources are required for projects; cost projections for equipment, personnel, services, and contract proposals; and creates project plans and schedules for the purpose of determining project feasibility within budget parameters and ensuring successful completion.
- Provides technological expertise and information to the Chief Information Officer or designee regarding assigned functions for the purpose of conveying pertinent information regarding projects; informing of unusual trends of problems; recommending appropriate corrective action; and ensuring compliance with established policies, practices, and regulatory requirements.
- Provides training, and guidance to technology support staff for the purpose of providing support as needed and ensuring knowledge of district procedures, protocols, and systems.
- Communicates with administrators, district staff, and outside agencies for the purpose of exchanging information, coordinating activities, and resolving issues.
- Confers with end-users, administrators, and information technology personnel for the purpose of developing and determining project objectives and the scope and depth of project activities.

- Uses work order system to respond user requests for service (e.g. installing, replacing, upgrading, and updating systems, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Assists in the preparation of vendor contracts in conjunction with district contract management personnel for the purpose of documenting activities, requests, and issues; managing the delivery of technology equipment and services from vendors; and following up on vendors.
- Assists with the formulation of policies, procedures, and programs for the purpose of achieving organizational objectives and meeting state education code and federal guidelines.
- Conducts special studies and evaluations of problem areas affecting information services and technology as directed for the purpose of providing technical advice, resolving problems, and/or compiling concise information.
- Acts as liaison between all parties involved in a project (e.g. site personnel, district personnel, contractors, vendors, etc.) for the purpose of conveying and/or receiving information and coordinating project activities.
- Serves as a member of committees and attends special conferences for the purpose of learning and evaluating new developments and strategies affecting project objectives and results.
- Attends a variety of meetings related to assigned activities for the purpose of conveying and gathering information required to perform functions.

Other Functions

- Performs reasonably related other job functions and tasks 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 information Technology department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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: developing project management standards; coordinating support activities and services; planning and managing projects and programs; adhering to safety practices; conducting project investigations; analyzing situations accurately and adopting effective course of action; preparing and presenting oral and written reports; updating and maintaining accurate records; diagnosing and troubleshooting technology related problems; reading interpreting, and applying technical information; understanding and following written and oral directions; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; current generation and emerging programming languages; networking technologies and operating systems; data processing and computer system capabilities including hardware, software and networking components; techniques and methodologies of project management and information systems construction management; troubleshooting techniques for information systems and database software; principles and practices of government purchasing and contract administration; and clear writing skills to prepare concise specifications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; reading and interpreting blueprints; working with detailed information/data; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. The job is performed under some temperature extremes.

Experience: job related experience is required, with increasing level of responsibility is desired.

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

Equivalency: Any combination equivalent to: A Bachelor's Degree from an accredited college or university in business administration, computer science or a closely related field. Three (3) years of experience involving independent analysis and evaluation of information technology systems projects, preferably in a public agency.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 29

Revised Date

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

Coordinator, Information Technology Support

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Coordinator, Information Technology Support is done for the purpose/s of coordinating, planning, and organizing, the work of assigned staff; overseeing the installation, service, diagnosis, repair, and modification of computers, servers, mobile devices, and peripheral equipment at school sites; serving as a liaison between schools, off-site district facilities, and centralized department operations; and training and directing the performance of assigned staff.

This job reports to Chief Information Officer or Designee.

Essential Functions

- Coordinates and oversees the work of the assigned technician staff at school sites and district on/off site facilities (e.g. installation, services, diagnosis, repair, modification of computers, servers, mobile devices, peripheral equipment, etc.) for the purpose of ensuring the completion of technology support functions in a timely manner and according to specifications.
- Installs and configures standard administrative software; authorized instructional and educational software to communicate with peripherals and computer equipment for the purpose of testing and ensuring compatibility with current operating environments and equipment capability.
- Develops work schedules and protocols for assigned staff for the purpose of ensuring compliance with District established technology policies and procedures and implementing work processes geared to elevate customer service capacity.
- Oversees the delivery, installation, and configuration of personal computers, printers, hardware devices, and other peripheral equipment at school sites for the purpose of establishing and configuring connectivity of computer and related devices to the district-wide network and assuring the smooth function at school sites.
- Provides work direction, training, and guidance to assigned support staff (e.g. schedules, assignments, orients new technicians, reviews their work, etc.) for the purpose of providing support as needed and ensuring knowledge of district procedures, protocols, and systems.
- Performs various technical computer and peripheral repair duties; troubleshoots; identifies trends and current and future configurations needs and changes; and builds servers and server migrations for the purpose of resolving operational issues and maintaining critical and safe operating system.
- Analyzes user needs related to access and information flow requirements over local and wide area networks and internet-related functions for the purpose of accommodating user needs and solving issues.
- Provides technical assistance to students, staff, and community on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing for the purpose of conveying pertinent information regarding systems use.
- Confers with site users and District Technology Services staff for the purpose of determining school site's software and hardware requirements and desired output, resolve problems, and providing support and assistance.

- Monitors the status of mobile and desktop computer systems district-wide and identifies and tracks complex or frequently occurring problems for the purpose of assigning work to the appropriate technology services staff and ensuring completion in a timely manner.
- Serves as a liaison between schools, off-site district facilities, and centralized department operations for the purpose of enhancing communications between all parties and solving issues.
- Maintains a variety of device management systems and provides training in the use of both technical and non-technical for staff, students, and community for the purpose of ensuring proper use of devices.
- Updates existing security software on workstations and tests for potential system viruses and security problems (e.g. diagnosing failure, isolating faulty parts, repairing or replacing parts, etc.) for the purpose of verifying and testing for correct operations and taking appropriate action or notifying appropriate personnel for resolution.
- Maintains a variety of records and equipment inventory (tags new equipment, moves obsolete equipment to warehouse, etc.) for the purpose of documenting activities and conveying information.
- Prepares reports on computer equipment and systems status and purchasing needs; contacts vendors; and obtains quotes (e.g. keyboards, mobile devices, computers, etc.) for the purpose of summarizing the overall health of district computers and providing evidence of system modifications.
- Participates in the production of district board meetings operating the television broadcasting systems (e.g. setting up equipment, microphones, a/v equipment, recording of the meeting, managing/controlling the cameras, adjusting audio levels, setting up presentations, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.

Other Functions

- Performs reasonably related other job functions and tasks 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 services provided by information technology.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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: computer and server hardware functions and capability; maintenance, and repair of interface devices, computers, printers, monitors, etc.; network and software maintenance and preventive measures techniques; troubleshooting techniques for hardware, software, and networking issues; data security standards and practices; safety measures; oral and written communication skills, telephone techniques and etiquette;.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods and techniques for the creation of Microsoft systems and applications; methods and techniques for the installation and configuration of PC hardware, operating systems, and network connectivity; network typology and network access protocols; internet security and standards; principles and practices of computer platform and network operating systems; protocols and procedures for setting up new equipment; troubleshooting and routine maintenance; standard software packages; and fundamentals of progressive discipline, adult learning, and performance management.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, 40% standing. The job is performed under some temperature extremes.

- Experience:** job related experience is required, with increasing level of responsibility is desired.
- Education:** Community college and/or vocational school degree with study in job-related area.
- Equivalency:** Any combination equivalent to: A Bachelor's degree from an accredited college or university with a major in computer science, management information systems, or a closely related field. Three (3) years of experience working with and troubleshooting computer hardware/software, support of local area networks and installation/configuration of computer operating systems; consulting on technology solutions to meet user needs and coordinating projects.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 29

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

Information Systems Data Technician

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Information Systems Data Technician is done for the purpose/s of performs a variety of technical and complex activities involved in the processing, preparation, verification, record-keeping, and reporting of student information, assessment, demographic, and program data; supports sites and departments in utilizing data systems effectively; provides reports and access to educational and program data for school sites and district departments; develops detailed instruction documents/manuals; and compiles and analyzes data in order to assist with the preparation of State mandated student and educational information reports.

This job reports to Director of Network Operations or Designee.

Essential Functions

- Imports, scans, exports, and uploads a variety of data and information for the purpose of sorting, arranging, and tabulating data according to reporting requirements.
- Designs and updates supplemental fields, lookup keys, and other methods for the purpose of capturing demographic and program information in a variety of database systems.
- Troubleshoots and resolves problems with report queries for the purpose of mandated and requested reports related to student information, demographics, programs and assigned activities are completed according to established time lines and requirements.
- Maintains and establishes automated records and files; inputs, formats, processes, and extracts a variety of data in assigned computer systems; creates macros and pivot tables, develops spreadsheets, and generates a variety of computerized reports and documents (e.g. permission levels, network identification, security access, licenses, work logs, etc.) for the purpose of documenting activities, providing reference and audit trails.
- Researches a variety of data and information and computes statistical information for various federal, State, and District reports (e.g. CELDT, CalPADS, CRDC, etc.) for the purpose of verifying data and resolving a variety of discrepancies.
- Develops a variety of narrative and statistical lists, records, and reports related to student information, demographics, programs, enrollment, and assigned projects and activities (e.g. charts, graphs, etc.) for the purpose of providing information as requested.
- Resolves discrepancies by comparing data from a variety of sources; identifying errors; and making corrections, additions, and modifications as needed for the purpose of ensuring accuracy and completeness of input and output data.
- Responds to requests for assistance from parents, the general public and other staff members for the purpose of providing information, and/or referring to alternate resources.
- Provides technical information concerning reports, research, statistics, and related practices, standards, requirements, and procedures for the purpose of advising and assisting various departments with program needs and program data.
- Serves as a liaison between District departments and sites regarding the access and distribution of data for the purpose of communicating with personnel and various outside agencies to exchange information and resolve issues or concerns.

- Receives and evaluates requests for data, statistical analysis, and research projects; and designs strategies to collect and analyze data for the purpose of completing assignments and presentations for assigned projects.
- Provides training and direction to new and continuing staff and parents (e.g. Student Information System, enhancements, updates, new items, etc.) for the purpose of ensuring efficient and accurate data entry and database management and enhancing staff ability to utilize computer software applications.

Other Functions

- Performs reasonably related other job functions and tasks 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 Information Technology department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating a variety of office machines, equipment, and related software; using easy to understand terminology when communicating with end users; performing database extractions to compile appropriate representations of information for District and department use; reading, interpreting, and applying technical information; formulating and expressing difficult technical concepts clearly and effectively in written and oral presentations; problem solving simple to complex anomalies in data management systems and relational database systems and updating and maintaining a variety of files and records accurately.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles, methods, practices, and procedures of student information systems software; computer functions and capabilities; methods, practices, terminology, and procedures and operations used in computer operations; data security standards and practices; components and capabilities methodologies for information systems; governmental reporting requirements, laws, codes guidelines, regulations, and procedures associated with reporting of student and other PK-8 educational information; and principles and practices of good customer service and telephone communication.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data; using tact, patience, and courtesy; maintaining confidentiality of privileged information; working independently and exercising initiative and good judgment; communicating effectively, both orally and in writing; understanding and following oral and written directions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: job related experience is required, with increasing level of responsibility is desired.

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

Equivalency: Any combination equivalent to: Two (2) years of college-level coursework or equivalent including a minimum of 12 units of coursework in computer science, management information systems,

database management, or a closely related field. Two (2) years of experience implementing and maintaining complex relational databases and data systems. Experience working with student information systems is highly desirable.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Revised Date

Salary Grade

CSEA - 24

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

Information Technology Support Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Information Technology Support Specialist is done for the purpose/s of providing system and application support to District and school sites, staff, students, and community members; installing, troubleshooting, and maintaining computer hardware and peripheral equipment; diagnosing and repairing hardware and network failures; and resolving operational issues at school sites.

This job reports to Chief Information Officer or Designee.

Essential Functions

- Serves as technical resource to users and personnel for the purpose of providing technical information and assistance by phone or on site.
- Installs computer hardware, peripherals, and application software (e.g. adjusting, repairing, replacing parts, etc.) for the purpose of maintaining overall site operations.
- Troubleshoots and diagnoses malfunctions of software applications (e.g. tablets, mobile devices, peripheral equipment, switches, routers, access points, etc.) for the purpose of repairing and resolving operational issues and restoring services.
- Provides technical assistance to students, staff, and community on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing for the purpose of conveying pertinent information regarding systems use.
- Trains students, staff, and community members on the use of technology equipment and District software for the purpose of ensuring their ability to use new and/or existing equipment and applications.
- Responds to a variety of technical questions from district personnel, community and students for the purpose of providing information and solving technical issues.
- Communicates and assists staff members, students, and community members on site or remotely for the purpose of identifying and resolving issues; checking on lost/broken equipment and receipts/invoices; and/or needed repairs.
- Coordinates repair work schedules with school personnel for the purpose of minimizing disruption of services and/or inconvenience.
- Repairs computers, peripherals, and electronic equipment for the purpose of maintaining equipment in a safe and functional operating condition.
- Participates in the imaging of computers, tablets, and mobile devices and loads specific software packages for the purpose of ensuring equipment is working appropriately with software loads.
- Participates in the planning, organization, and implementation of activities related to the installation, configuration, and maintenance of computer hardware, network, software, tablets, and mobile devices; telecommunications using VoIP technology; various peripheral equipment; and assisting in the installation and initial configuration of access switches for the purpose of supporting district and school functions and related activities.
- Compiles and responds to work orders for the purpose of identifying and resolving repair and replacement needs.

- Supports District staff on a variety of software applications and hardware operations for the purpose of providing ongoing technical support and providing technical information and assistance.
- Distributes technological equipment to teachers, students, and staff (e.g. iPads, laptops, hot spots, projectors, interactive panels, televisions, iPhones, etc.) for the purpose of ensuring the efficient and effective distribution of equipment.
- Maintains a variety of manual and electronic documents, files, and records (e.g. inventory, equipment maintenance, repair history, time worked, services provided, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
- Attends departmental meetings for the purpose of providing and/or gathering information relating to job functions.

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 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 multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; updating and maintaining accurate records; office practices, procedures, and equipment; diagnosing and troubleshooting technology related problems; reading interpreting, and applying technical information; understanding and following written and oral directions; and operating a variety of office machines and equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: computer and server hardware functions and capability; maintenance, and repair of interface devices, computers, printers, monitors, etc.; principles, functions, and concepts of LANs and WANs; operation of computer and electronic test equipment and tools; network and software maintenance and preventive measures techniques; troubleshooting techniques for hardware, software, and networking issues; data security standards and practices; and safety measures.

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using 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 a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; establishing effective working relationships; maintaining confidentiality; working independently and exercising initiative and good judgement; communicating terminology and difficult technical concepts clearly and effectively in oral and written form; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling,

crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, 50% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience is required.

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

Equivalency: Any combination equivalent to: An Associate degree or two years (48 semester or 72 quarter units) of college-level coursework or equivalent including a minimum of 12 units of coursework in computer science, management information systems, or a closely related field. Two (2) years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 27

Revised Date

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Instructional Materials Warehouse Attendant/Driver

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Instructional Materials Warehouse Attendant/Driver is done for the purpose/s of providing support to the warehousing operations with specific responsibilities for transporting instructional materials and media, supplies, and equipment from the instructional materials warehouse for IT to school and district sites; ensuring specifications, quantity, and quality of orders are correct; ensuring safe operation of vehicles; and loading and unloading orders.

This job reports to Chief Technology Officer or Designee.

Essential Functions

- Prepares orders for delivery and keeps track of all shipping and receiving for the purpose of meeting delivery requirements and providing information.
- Receives and processes incoming items according to established procedures (e.g. counts, sorts, examines, labels, logs instructional materials and media, supplies, equipment, etc.) for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Stores and arranges instructional materials and media, supplies and equipment in accordance with an identifying classification system for the purpose of ensuring efficiency and item availability.
- Conducts and maintains periodic and perpetual inventory of instructional materials and media, supplies, and equipment in stock for the purpose of verifying stock and identifying losses and needs.
- Develops distribution and collection procedures of equipment for technicians and monitors each site's inventory for the purpose of ensuring compliance with District established technology policies and procedures.
- Utilizes inventory software for the purpose of tracking instructional materials.
- Contacts vendors, Apple support, and FedEx for the purpose of setting up repairs and scheduling item pick-up for repairs and returns.
- Informs appropriate personnel of needs to restock items for the purpose of providing information for making decisions and taking appropriate action.
- Identifies and evaluates surplus materials for disposal for the purpose of ensuring compliance with established guidelines and procedures.
- Sets-ups and breaks down charging stations for hot spots and iPads for the purpose of providing required equipment and services.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Responds to inquiries of staff and vendors for the purpose of providing information related to warehoused items and activities as required.
- Operates a variety of vehicles and equipment (e.g. vans, manual pallet jack, stock picker, rolling stock ladder, carts, etc.) for the purpose of shelving, arranging, and retrieving instructional materials and media, supplies, and equipment.
- Performs minor housekeeping functions for the purpose of maintaining a safe, clean, and orderly work area.

Other Functions

- Performs reasonably related other job functions and tasks 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 multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment and pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: handling procedures used in the receipt, storage, control, inventory, and distribution of materials; shipping and receiving procedures; proper methods for storing equipment, materials, and supplies; inventory procedures and techniques; basic computer use; basic iPads and hot spots troubleshooting; and basic mathematical principals.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; communicating with diverse groups; working as part of a team; working with constant interruptions; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 70% walking, 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Forklift Certificate

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 17

Revised Date

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

Network Systems Analyst

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Network Systems Analyst is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to Chief Information Officer, Director of Network Operations or Designee.

Essential Functions

- Maintains network operations and software applications for district and school sites (e.g. servers, file, print, application, WEB, database, proxy, etc.) for the purpose of ensuring efficient operations.
- Installs and configures network software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading, updating, and maintaining District WAN/LAN, wireless, and telecommunication systems.
- Researches and acquires specifications for network equipment and materials for the purpose of purchasing required items and completing jobs efficiently.
- Maintains complex database systems and the Voice over Internet Protocol (VoIP) system for the purpose of maintaining effective district and site operation.
- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queries, workstation ID, IP assignments, classroom computers, mobile devices, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Configures, upgrades, and maintains complex servers, system operations, and security of all databases and servers in the district for the purpose of ensuring a high level of service and security to the district's users.
- Determines installation and configuration needs of new users for the purpose of ensuring compatibility with existing equipment and hardware/software applications.
- Assists in managing scripts/filters for software uploads for the purpose of removing irrelevant options and hone in what is needed.
- Provides technical assistance to students, staff, and community on using computers and software programs including remote access and on the proper use of peripheral electronic equipment used to enhance presentations and viewing for the purpose of conveying pertinent information regarding systems use.
- Configures, upgrades, and maintains network equipment for the purpose of ensuring a high level of service and security.
- Identifies and negates threats to network from external sources for the purpose of ensuring secure operations.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones, and firewall (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

- Tests application software and other technology products for the purpose of ensuring that product matches defined requirements and expected functionality.
- Serves as primary point of contact and site manager on infrastructure upgrades/management programs for the purpose of maintaining communication with all involved parties.
- Provides work direction, training and guidance to assigned support staff for the purpose of ensuring knowledge of district systems, protocols and procedures are properly followed.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Collaborates with a variety of internal and external parties for the purpose of providing and/or receiving information, solving issues, and ensuring safe system operation.
- Writes and maintains scripts and Structured Query Language (SQL) for the purpose of automating business processes.
- Supports assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, new schools, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Maintains documents and records (e.g. equipment, servers, information to vendors, data, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.

Other Functions

- Performs reasonably related other job functions and tasks 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 Information technology.

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: utilizing pertinent network, application, operating system, monitoring, and troubleshooting software; applying new developments in network systems analysis and related equipment and technologies; adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; communicating clearly and effectively, both orally and in writing; diagnosing problems in complex network systems; understanding and following written and oral directions.

KNOWLEDGE is required to perform algebra and/or geometry; 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; TCP/IP networks, routing, and switching; VoIP systems, methods, and techniques for database management systems; troubleshooting techniques for information systems and database software; principles, practices, and concepts of network and information systems; virtual environment management and installation; current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; design, configuration, and implementation of security protocols and systems; and techniques and methodologies of project management.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating terminology and difficult technical concepts clearly and effectively in oral and written form; establishing and maintaining effective working relationships; meeting deadlines and schedules; planning and organizing work; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; and working with detailed information/data; using tact, patience, and courtesy.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, 40% standing. The job is performed under some temperature extremes.

Experience: Job related experience within a specialized field is required.

Education: Bachelors Degree in related field.

Equivalency: Any combination equivalent to: An Associate's degree from an accredited college or university with a major in computer science, management information systems, or a closely related field. Four (4) years of experience in the design, troubleshooting, and management of complex network and servers systems.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 32

Revised Date

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

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Reclassification Request – Facilities Technician

The Personnel Commission office received a reclassification request from Facilities Technician, Beatris Magana in June 2022. The staff met with incumbents and the supervisor of this position in June 2022 to begin the job analysis process. The study was placed on hold at that time because of the comprehensive classification and compensation study being conducted by Educational Management Solutions (EMS). District Administration has requested to move forward with the reclassification study.

The only cause for a reclassification is a gradual accretion of duties outside of the current classification description and class concept over a period of two (2) years or more. Based on the job analysis performed, it can be confirmed that the Facilities Technician incumbent has gradually accreted new duties which are outside of the scope of the current classification.

As a result, a new job description is being proposed for the incumbents under the classification of Facilities Support Services Specialist. We are recommending salary range 20.5 (\$22.57/hour - \$27.45/hour) for this new job description.

If approved, Ms. Magana will be reclassified under the classification of Facilities Support Services Specialist.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the reclassification request submitted by Ms. Magana effective April 14, 2023.

Staff also recommends that the Personnel Commission take action to approve the new classification of Facilities Support Services Specialist at range 20.5 of the Classified salary schedule.

ADDITIONAL MATERIALS:

Attached: [Facilities Support Services Specialist.pdf](#)

[Reclassification Request signed by Superintendent 4-5-23.pdf](#)



Facilities Support Services Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Facilities Support Services Specialist is done for the purpose/s of performing a variety of budgetary, purchasing, account payable and clerical duties; communicating information to staff and the public; maintaining accurate records; translating oral and written materials in both English and Spanish; and performing a variety of tasks to support the Facilities Department.

This job reports to Director of Facilities or designee.

Essential Functions

- Processes requisitions from facilities staff (e.g. entering information into Escape; processing quote, estimate and/or proposal; adding budget codes; creating and finalizing purchase orders; verifying receipts and statements, etc.) for the purpose of preparing for the submission for approval and sending to accounts payable.
- Reconciles a variety of facilities budget and financial data (e.g. invoices, fees, payments, etc.) for the purpose of maintaining accurate financial processes and ensuring compliance with established accounting practices.
- Prepares invoices; collects and verifies a variety of payments and fees; and contacts parties to follow-up on pending invoices for the purpose of ensuring accurate and timely receipt of funds to the Facilities Department.
- Procures supplies and materials; receives packing slips and receipts from staff and documenting the purpose on purchase orders. for the purpose of
- Serves as the assistant budget person for the facilities department (e.g. processing and tracking multiple budget codes, answering purchasing and budget inquiries; monitoring end-of-year closing, etc.) for the purpose of maintaining adequate services for the Facilities Department.
- Performs a variety of technical clerical tasks (e.g. typing reports, schedules, lists, forms or other materials from straight copy or rough draft, utilizing Computerized Maintenance Management System and software application programs, etc.) for the purpose of enhancing the efficiency of the Facilities Department functions.
- Initiates and responds to work order directions and inquiries using department assigned equipment or material for the purpose of maintaining clear communication with manager and designee.
- Prepares standardized documents, e.g., form letters, memos, calendars, bulletins; receives and documents invoices for the purpose of communicating information to other parties.
- Organizes, runs, and maintains manual and electronic documents, files, and Escape system (e.g. weekly budget reports, W-9 tax form for vendors, records, forms, logs, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, administration, etc.) for the purpose of facilitating communication and providing guidance among several parties; providing information and referral for addressing inquiry.
- Translates a wide variety of written materials for the purpose of ensuring accuracy and clarity in translating English to Spanish and translating from Spanish to English.

- Attends budget, department and/or in-service meetings for the purpose of gathering information required to perform duties.

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 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 and Facilities, Maintenance and Operations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing accounting procedures; operating standard office equipment including effectively using pertinent software applications; preparing and maintaining accurate records; analyzing data; and providing customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: financial analyses and/or budget analyses; principles and objectives of budget preparation; financial record keeping methods; district organization and administration; and laws, rules, and regulations governing public agency and school district purchasing policies and procedures, accounting and budgeting operations; office methods and practices; business telephone etiquette; grammar, spelling, and punctuation; office practices; recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; making arithmetic calculations quickly and accurately; preparing clear and comprehensive budget reports; adapting to changing work priorities; accuracy and attention to detail; dealing with frequent interruptions; diffusing argumentative behavior; meeting deadlines and schedules; organizing tasks; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Any combination equivalent: Graduation from high school or evidence of equivalent educational proficiency. Two (2) year of responsible clerical office experience, with one (1) of the years working with financial and/or clerical accounting assignments.

Required Testing

Job-Related Skills Proficiency Test
Spanish Language Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training
Mandated Training on Software Application

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 20.5

Revised Date

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



OXNARD SCHOOL DISTRICT

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PERSONNEL COMMISSION / CLASSIFIED HUMAN RESOURCES

Personnel Commissioners:

Edward M. Castillo
Ernest Morrison
Paul Robinson

**Interim Director of
Classified Human Resources**
TR Lin, Ph.D.

To: Dr. Karling Aguilera-Fort, Superintendent of Schools
From: TR Lin, Director of Classified Human Resources
Date: March 3, 2023
Re: Reclassification Request Recommendation

Introduction

On October 28, 2022, staff met with Ms. Beatris Magana to review the Classification Review Recommendation. During this meeting, Ms. Magana clarified her role regarding the budget and the duties performed. It was decided at this time that a desk audit was needed to finalize the Classification Review Recommendation.

Dates	Timeline
10/28/2022	Meeting with Beatris Magana to review classification review recommendation
11/16/2022	Desk audit performed
11/29/2022	Meeting with Dana Miller, Beatris Magana, Angela Duarte in order to clarify the budget duties performed by staff

Summary of findings

Based on the job analysis performed, it can be confirmed that the incumbent has gradually accrued new budget duties which are outside of the scope of the current classification over a course of two or more years. As a result, a new job description is being proposed for the incumbent under the classification of Facilities Services Specialist.

Recommendation

It is recommended that effective the next Personnel Commission meeting (dependent on meeting date at which this recommendation is submitted to the Personnel Commission and approved):
The Personnel Commission take action to approve the reclassification request submitted by Ms. Beatris Magana.

2023 APR 5 PM 2:26

Reclassification Salary Study – Facilities Technician

Proposed Title – Facilities Services Specialist

Internal Alignment

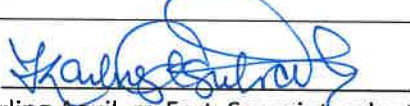
Based on internal alignment, the recommendation is being made to place the Facilities Services Specialist classification at range 20.5. Based on the job analysis when conducting this study, the Facilities Services Specialist classification serves as support to the Facilities department along with a variety of budgetary, purchasing, accounts payable and clerical duties.

Superintendents Approval:

Please enter your comments and/or concerns in the space below, sign and date where indicated, and return this form to the Classified Human Resources office by Monday, March 6, 2023.

Disclaimer: As always in the case of a recommended reclassification, the Board of Trustees has the right to remove any higher-level duties from the position in question and have those duties no longer performed by the incumbent. If the Board intends to take such an action, please indicate such below. Please note that the effects of such an action could potentially be subject to negotiations with Chapter 272 of the California School Employees Association. If such action is taken, this case will then be monitored to ensure that the duties are removed and either eliminated or properly redistributed.

Please feel welcome to contact me with any concerns or questions regarding the recommendation above. Thank you.

<input checked="" type="checkbox"/>	I agree with the recommendation	<input type="checkbox"/>	I disagree with the recommendation for the reasons indicated in the space below
Signature: <u></u> Dr. Karling Aguilera-Fort, Superintendent		Date: <u>4/5/2023</u>	
Comments:			

Attachments:

- Facilities Technician job description
- Facilities Services Specialist job description

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: April 13, 2023

Agenda Section: Section C: Action Items

Reclassification Request – Technology Services Technician

As part of the comprehensive classification and compensation study conducted by Educational Management Solutions (EMS), the following steps were performed:

- Job analysis interview with the incumbent Sandra Mendoza, Technology Services Technician, on December 20th, 2021, and showed that she has been performing different job functions.
- This was confirmed during supervisory validation interviews on February 8th, 2022, with Valerie Mitchell, former Chief Information Officer and Thomas Kranzler, former Director of Network Operations.
- On June 10th, 2022, a proposed new job description was reviewed by both Sandra Mendoza, Technology Services Technician, and Thomas Kranzler, former Director of Network Operations.
- EMS conducted internal equity and market analyses in 2022, and again in early 2023.
- On March 10th, 2023, Sandra Mendoza, Technology Services Technician, and Luis Garibay Lopez, the Interim Chief Technology Information Officer, reviewed the proposed job description and agreed.
- On March 23rd, 2023, Valerie Mitchell, Assistant Superintendent, Business and Fiscal Services, pointed out that another employee Danita Spence, Technology Services Technician, has also been performing the similar job functions as Sandra Mendoza, but was not part of the focus group interview sample in 2022.
- On March 24th, 2023, staff verified and arranged for the review of the proposed job description with Danita Spence, through Luis Garibay Lopez, the Interim Chief Technology Information Officer, and confirmed.

As a result, a new job description is being proposed for the incumbents under the classification of Information Systems Support Specialist. Based on the EMS internal equity and market analyses data, staff is recommending the salary range remains the same – CSEA Range 27 (\$30.99/hour - \$37.62/hour) for this new job description.

If approved, Ms. Sandra Mendoza and Ms. Danita Spence will be reclassified under the classification of Information Systems Support Specialist.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the reclassification of Ms. Sandra Mendoza and Ms. Danita Spence, effective April 13th, 2023.

Staff also recommends that the Personnel Commission take action to approve the new classification of Information Systems Support Specialist at range 27 of the Classified salary schedule.

ADDITIONAL MATERIALS:

Attached: [Information Systems Data Specialist.pdf](#)

Information Systems Data Specialist

Job descriptions are intended to present a descriptive list of the range of job functions performed by employees in the class. Job descriptions are not intended to reflect all duties and tasks performed within the job.

Purpose Statement

The job of Information Systems Data Specialist is done for the purpose/s of developing and providing system support and services to school site and district personnel, including but not limited to state/federal reporting, student information and management systems, office applications, curriculum applications/software, and electronic communication systems; Assisting with the development, documentation, testing, training, and implementation of new and existing software systems used by the district; and supporting other Technology Services Technicians.

This job reports to Chief Information Officer or Designee.

Essential Functions

- Develops and provides system support and services to district and site personnel (e.g. state/federal reporting, student information systems, assessment systems/software, academic software, office applications, curriculum applications, electronic communication systems, etc.) for the purpose of ensuring personnel can perform required duties.
- Monitors systems for data accuracy and notifies and assists staff with data corrections for the purpose of ensuring efficient processing of information and addressing corrections as needed.
- Designs test data and analyzes actual results against expected results for the purpose of ensuring effective and efficient data systems.
- Analyzes applications/software issues affecting users (e.g. troubleshooting, working with VCOE and vendors, etc.) for the purpose of correcting issues affecting various systems.
- Analyzes users concerns and identifies applications, modifications, and processes to existing systems for the purpose of accommodating user needs.
- Maintains and updates manual and electronic documents, files, and records for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
- Assists with the development and implementation of the District data systems for training; develops materials; and provides training and/or demonstrations (e.g. new systems, features, enhancements, SIS data system, etc.) for the purpose of providing general information; providing one-on-one training; assisting users in understanding system workflow and functionality; and supporting as needed.
- Participates with the development, testing, and implementation of new and existing systems, features, and software/applications for the purpose of ensuring data accuracy; developing and utilizing test data in the systems; and evaluating and reporting results.
- Supports the evaluation and effectiveness of data systems; investigates, identifies, and recommends solutions to systems and data errors or the implementation of system enhancements (e.g. existing procedures, techniques, processes, etc.) for the purpose of analyzing and recommending changes to enhance district data systems.
- Responds to a variety of technical questions from users and personnel (e.g. site staff, parents, students, the general public, etc.) for the purpose of providing information and assistance in a courteous and timely manner, explaining system operations and requirements; and responding to user questions and concerns.

- Runs reports for various student management systems (e.g. student assessment, state/federal reporting, etc.) for the purpose of monitoring output to verify integrity and accuracy of the data and ensuring successful processing of data.
- Assists with the development of documentation and user support materials (e.g. user manuals, guides, other documentation, etc.) for the purpose of supporting district personnel in using the systems.
- Serves as a liaison between end-users, technology staff, vendors, and VCOE for the purpose of facilitating access to system applications, changes, hardware, communications and other systems operations issues.
- Attends planning meetings, conferences, and seminars for the purpose of gathering information on needs and desired system features; and providing solutions to the user's needs and desired system feature.
- Prepares a variety of records and reports (e.g. CALPADs, CRDC, CBEDs, CBET, etc.) for the purpose of documenting activities, certifying information, providing written reference and/or conveying information.
- Assists and advises district personnel (e.g. processing data, monitoring and preparing State Reporting, producing reports, etc.) for the purpose of supporting software systems and personnel for compliance with related requirements.

Other Functions

- Performs reasonably related other job functions and tasks 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 multiple, 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: analyzing procedures; using and interpreting data; using technical writing; designing and writing system documentation; using Microsoft Office products and applications; operating a variety of office equipment such as networked personal computers, various softwares, and printers; designing and creating reports; and telephone etiquette.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: State and Federal reporting: CALPADs, CRDC, CBED; pertinent guidelines, regulations, and procedures; components, implementations, and troubleshooting of student information and management systems, database software, and academic applications/software; data security standards and practices; basic functions, operation, and understanding of computer, tablet, mobile device, and server; developing and presenting training materials and workshops; database concepts including file specifications and layouts.

ABILITY is required to schedule activities; routinely gather, collate, and/or classify 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 defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: using easy to understand terminology when communicating with end users; working independently without immediate supervision; maintain confidentiality; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; and using excellent customer service.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

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

Equivalency: Any combination equivalent to: An Associate degree or two years (48 semester or 72 quarter units) of college-level coursework or equivalent including a minimum of 12 units of coursework in computer science, management information systems, or a closely related field. Two (2) years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

4/13/2023

Salary Grade

CSEA - 27

Revised Date

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:104; 22-23:53
 22-23:31; 21-22:200;
 21-22:150; 21-22:133
 Established: 03/10/2023

Paraeducator - General Education

Rank	Candidate ID	Expiration Date
1	48615037	3/10/2024
2	37213527	9/26/2023
3	46225948	9/26/2023
4	48916691	11/7/2023
5	9096115	9/26/2023
6	32560468	4/4/2023
7	31727538	11/7/2023
8	48518338	4/4/2023
8	50120545	11/7/2023
8	49497908	4/13/2023
9	29311970	3/10/2024
10	0505162	8/1/2023
11	23399113	9/26/2023
12	1350524	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

Director's Certification:



Eligibility List No.: 22-23:105; 21-22:202;
21-22:191; 21-22:175
Established: 03/6/23

Library Media Technician

Rank	Candidate ID	Expiration Date
1	28498300	8/10/2023
1	47836681	3/6/2024
1	16973959	3/6/2024
2	19725076	7/21/2023
3	47349264	3/6/2024
4	46814412	6/2/2023
5	27510504	3/6/2024
5	3918075	3/6/2024
6	43262667	7/21/2023

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.

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. 22-23:108

Director's Certification:

Established: 3/14/2023



Chief Information Officer

Rank	Candidate ID	Expiration Date
1	9860801	3/14/2024
2	51381381	3/14/2024
3	2350836	3/14/2024

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. 22-23:111

Director's Certification:

Established: 3/24/2023



Director of Fiscal Services

Rank	Candidate ID	Expiration Date
1	27708302	3/24/2024
2	36440618	3/24/2024



Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No.
22-23:115; 22-23:79
Established: 03/21/2023

Language Assessment Technician (Spanish Bilingual)

Rank	Candidate ID:	Expiration Date
1	39678962	1/13/2024
2	8860347	3/21/2024
3	5478897	1/13/2024
4	48684087	3/21/2024
4	13893113	3/21/2024
5	31389672	3/21/2024
6	3983371	1/13/2024
6	52920584	3/21/2024
6	47769509	1/13/2024
7	27279595	3/21/2024

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

Director's Certification:

Eligibility List No.:

22-23:114

22-23:103; 22-23:38;

21-22:179; 21-22:134;

Established: 03/21/23

Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	36891385	1/11/2024
2	30430720	2/27/2024
3	49877440	6/22/2023
4	38708862	2/27/2024
5	53025277	3/21/2024
6	43764396	2/27/2024
7	24234221	3/21/2024
8	27897491	10/6/2023
8	29790649	4/5/2023
9	52734511	3/21/2023
10	48439347	3/21/2023

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.: 22-23:120; 22-23:76;

22-23:33

Director's Certification:

Established: 3/27/2023



Risk Management Specialist

Rank	Candidate ID	Expiration Date
1	29755719	9/23/2023
2	15302282	12/29/2023
3	33743774	3/27/2023
3	52145411	12/29/2023
4	13192337	9/23/2023
5	41179507	12/29/2023
5	53095145	3/27/2023
6	21091647	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.

CLASSIFIED PERSONNEL ACTIONS

New Hires

Aguilar, Jackelyn	Campus Assistant, Position #3043 Sierra Linda 4.0 hrs./180 days	03/01/2023
Alcazar, Karina B.	Office Assistant II, Position #9727 Marshall 6.0 hrs./203 days	04/10/2023
Amaro, Maricela	Accounting Specialist III, Position #5565 Budget & Finance 8.0 hrs./246 days	03/27/2023
Canchola, Melissa	Paraeducator-Special Education, Position #2143 Driffill 5.75 hrs./180 days	03/06/2023
Casillas, Jessica	Office Assistant II, Position #10628 Ramona 8.0 hrs./203 days	04/10/2023
Estrella, Alexander	Campus Assistant, Position #11442 Driffill 5.75 hrs./180 days	03/13/2023
Golden, Grant R.	HVAC Technician, Position #2628 Maintenance 8.0 hrs./246 days	03/20/2023
Gonzalez-Vargas, Yanai	Child Nutrition Worker, Position #81 Itinerant-Lemonwood 5.5 hrs./185 days	03/20/2023
Gracia, Carissa A.	Child Nutrition Worker, Position #6409 Itinerant-McKinna 5.0 hrs./185 days	04/10/2023
Juarez, Damaris	Library Media Technician, Position #2523 Ramona 5.0 hrs./190 days	04/10/2023
Ramirez, Rosemary R.	Paraeducator-Special Education, Position #2256 Lopez 5.75 hrs./183 days	04/10/2023
Razo, Estrella R.	Child Nutrition Worker, Position #389 Itinerant-Brekke 4.0 hrs./185 days	03/14/2023
Rivera, Sarahi	Paraeducator-General Education, Position #9808 Curren 4.17 hrs./183 days	04/10/2023

Limited Term/Substitutes

Ankrom, Daniel	Paraeducator (substitute)	03/07/2023
Arreola, Jose	Campus Assistant (substitute)	03/02/2023
Camacho, Victorianna	Paraeducator (substitute)	02/28/2023
Contreras, Janet	Paraeducator (substitute)	03/08/2023
Garibay, Angela	Paraeducator (substitute)	03/08/2023
Gracia, Carissa	Child Nutrition Worker (substitute)	03/01/2023
Marquez, Juan	Paraeducator (substitute)	02/13/2023
Searfus, Claudia	Child Nutrition Worker (substitute)	02/23/2023
Uribe, Angelica	Clerical (substitute)	03/13/2023

Promotion

Avalos, Martha P.	Paraeducator-Special Education, Position #616 Harrington 5.75 hrs./183 days Child Nutrition Worker, Position #2159 Harrington 5.00 hrs./183 days	04/17/2023
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Promotion (continued)

Serrato, Alicia	Attendance Accounting Specialist, Position #1071 Pupil Services 8.0 hrs./246 days Attendance Accounting Technician, Position #2390 Soria 8.0 hrs/210 days	03/29/2023
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Transfers

Garcia Soto, Luizinho	Custodian, Position #10656 Custodial Services 8.0 hrs./246 days Custodian, Position #10472 Custodial Services 8.0 hrs./246 days	04/03/2023
Orozco Gonzalez, Maricela	Child Nutrition Worker, Position #2854 Itinerant-Ramona 5.0 hrs./185 days Child Nutrition Worker, Position #2853 Itinerant-Ramona 5.0 hrs./185 days	03/08/2023

Voluntary Demotion

Mendoza, Dolores W.	Language Assessment Technician, Position #2436 Enrollment Center 5.5 hrs./246 days Outreach Specialist, Position #9636 Early Childhood Programs 6.0 hrs./180 days	05/01/2023
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Terminations

11845	Campus Assistant, Position #7349 Chavez 5.0 hrs./180 days	02/28/2023
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Release From Probation

11542	Paraeducator-General Education, Position #2699 Frank 5.75 hrs./183 days	03/17/2023
11602	Campus Assistant, Position #3088 Kamala 4.5 hrs./180 days	03/15/2023

Resignations

Briones, Moises	Plumber, Position #72 Maintenance 8.0 hrs./246 days	03/09/2023
Flores, Saray	Paraeducator II, Position #1487 Harrington 5.75 hrs./183 days	03/24/2023
Lopez Estrada, Ruben	Irrigation Specialist, Position #5842 Grounds 8.0 hrs./246 days	03/31/2023
Martinez Hernandez, Miriam R.	Child Nutrition Worker, Position #6409 Itinerant-McKinna 5.0 hrs./185 days	02/27/2023
Orozco, Dalila	Campus Assistant, Position #3019 Marshall 4.5 hrs./180 days	12/16/2022
Ruiz, Jorge	Tech Services Technician, Position #9938 Information Technology 8.0 hrs./221 days	02/17/2023
Sanchez, Briana C.	Child Nutrition Worker, Position #2189 Fremont 5.0 hrs./185 days	03/10/2023

Retirement

Alcala, Josefina

Campus Assistant, Position #3028

06/16/2023

McKinna 4.0 hrs./180 days

Moraga, Karen K.

Child Nutrition Worker, Position #782

06/16/2023

Marina West 5.5 hrs./185 days

**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR**

			2022-23 Current Budget	2023-24 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel		
		Commission Members		
	2400	Clerical & Other Office		
	2900	Other		
<i>Subtotal</i>				
3000	EMPLOYEE BENEFITS			
	3100	STRS		
	3200	PERS		
	3300	OASDI & Medicare		
	3400	Health & Welfare Benefits		
	3500	SUI		
	3600	Worker's Compensation		
	3900	Other Benefits		
<i>Subtotal</i>				
4000	SUPPLIES			
	4300	Other Supplies		
		Literature, Periodicals		
		Office Supplies		
		Examinations Purchase		
		Printing & Forms		
		Other		
	4400	Non-Capitalized Equipment		
<i>Subtotal</i>				

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

**SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR**

		2022-23 Current Budget	2023-24 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)		
	Other		
	Conference		
5300	Dues & Membership		
5500	Utilities & Operating Expenses		
	Electricity		
	Heat		
	Water		
	Other		
5600	Rentals, Leases & Repairs		
	Leasing of Equipment		
	Equipment Maintenance Contracts		
	Other		
5800	Other Services & Operating Expenses		
	Advertising		
	Salary Classification Surveys		
	Physical Examination		
	Fingerprinting		
	Other Recruitment Expense		
	Legal Expenses		
	Contracted Testing		
	Contracted Personnel Services		
	Other		
5900	Communications		
	Telephone/Fax		
	Postage		
	Other		
Subtotal			

SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2023-24 FISCAL YEAR

		2022-23 Current Budget	2023-24 Proposed Budget
6000	EQUIPMENT		
	6400 New Equipment		
	Office Furniture		
	Office Equipment		
	Other		
	6500 Equipment Replacement		
<i>Subtotal</i>			
Total Budget Designated for Personnel Commission			

2023-2024 Personnel Commission/Classified Human Resources Budget Justification

Classified Salaries	<p>All staff are budgeted based on the District Fiscal Services projected salary on July 1, 2023. It is understood any wage increases/decreases will be adjusted to Personnel Commission staff as it is negotiated and approved.</p> <p>Any money allocated in this area which is not currently going towards actual salaries is expected to be returned to the District's general fund at the end of the fiscal year and not used in other areas. Exception may of course be made for extreme or emergency circumstances.</p>
2300: Administrative Personnel	<p>The Director, Classified Human Resources is paid out of this account (Step 2 on Management Salary for 2023-2024) and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
2400: Clerical & Other Office	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>One Human Resources Analyst The Human Resources Analyst performs tasks related to overseeing the recruitment and testing functions, performing classification and compensation studies and overseeing the Classified Human Resources transactions and activities including reports.</p> <p>Three Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high-volume workflow of employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.</p> <p>One Administrative Assistant, who support the office and the Director of Classified HR</p> <p>The total amount for staff salaries at their current rate is \$355,402.</p>

	\$10,000 has been added to this line for overtime hours as needed for the upcoming year. 40 hours/year has been budgeted for each of the 5 staff members. This can be used for attendance at the PC meetings, attending job fairs outside of regular hours, high onboarding seasons, etc.
2900: Other	This code is not used for Classified HR positions and not being budgeted for.

Employee Benefits	Associated with department employees and Personnel Commissioners. All increases in the 3000 accounts are due to increases in insurance and related rates.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker's Compensation	Associated with department employees and Personnel Commissioners.
3900: Other Benefits	Associated with department employees and Personnel Commissioners.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year. Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p>
4400: Non-Capitalized Equipment	<p>Similar to 2022-23, an amount equivalent to approximately two computers has been built into the budget for the 2023-24 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3-year replacement cycle.</p> <p>This account shows no changes.</p>

<p>5200: Travel & Conference</p>	<p>Personnel Commissioners and staff typically attend a few conferences and meetings per year. One conference typically attended in the CSPCA Annual Conference which is a three day conference with an associated cost of approximately \$799 per individual plus room & board (varies). The locations of these conferences are to be determined, as is the actual cost. The 2023 CSPCA conference with five attendees totaled about \$10,000 with reimbursement for travel and expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account is being increased by \$1,500 for the increase in costs for conferences and attendance.</p>
<p>5300: Dues & Memberships</p>	<p>The department has three ongoing memberships which require annual dues: California School Personnel Commissioners Association (CSPCA) at \$1,100, Personnel Commissioners Association of Southern California (PCASC) at \$100, and \$120 for membership to the Personnel Testing Council of Southern California (PTC-SC) for three staff members at \$40/membership.</p> <p>This account shows no changes.</p>
<p>5600: Rentals, Leases & Repairs</p>	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron). A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows no changes.</p>

<p>5800: Professional/Consulting Services</p>	<p>This account is used for advertising and other recruitment expenses. The Commission only uses these services for recruitments which are inherently difficult, such as those for CFO, Director of Fiscal Services, Director of Classified HR or School Occupational Therapist. This account is also used to attend job fairs and advertise in various places due to the increased need to hire and recruit. This account is being increased from \$3,000 to \$4,000.</p> <p>An amount of \$10,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances, the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year. This account is being increased to \$10,000 due to the increase in costs and usage in the past year.</p>
	<p>An amount of \$23,000 is included in the budget for the NeoGov Insight Applicant and Test Management System and \$2,700 for Cooperative Organization for the Development of Employee Selection Procedures (CODESP) for a total of \$23,000. This reflects an increase of \$1,155 over the previous cost due to price increase for NeoGov.</p> <p>An amount of \$2,000 has been added to the account for any other contracted services need that may come up in the next year.</p>