

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, May 11, 2023

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

REGULAR MEETING

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

Section A: ORDER OF BUSINESS

A.1 Call Meeting To Order

A.2 Roll Call

A.3 Adoption of the Agenda

A.4 Approval of Minutes April 27, 2023 & May 2, 2023 (Pages 4-15)

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 Edward Ponce Jr, Technology Services Technician (Page 16)

The Personnel Commission will ratify the advanced step placement for Edward Ponce Jr, Technology Services Technician at Step B, Range 27 of the CSEA Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.2 Public Hearing on Budget for Fiscal Year 2023-2024 (Page 17-24)

The Personnel Commission will review the proposed budget for Fiscal Year 2023-2024.

C.3 Eligibility Lists (Page 25-29)

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 30-31)

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

D.2 Report by Assistant Superintendent, Human Resources

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

D.3 Director's Report

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

D.4 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.

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

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, April 27, 2023

4:30 p.m. Special Meeting
Portable 402 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 Thursday, April 27, Portable 402 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Vice Chairman Robinson at 4:39 p.m.

A.2 Roll Call

Commissioners: 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. Natalia Torres, Assistant Superintendent of Human Resources; Dr. Anabolena DeGenna, Assistant Superintendent of Educational Services; Mrs. Valerie Mitchell, Interim Assistant Superintendent Business & Fiscal Services; Dana Miller, Director of Maintenance/Operations; Jason Corona, Assistant Director of Child Nutrition Services; Marisela Magallanes, Attendance Accounting Technician; Gricet Renteria, CSEA Rep; Alejandra Pamatz; David Rodriguez; JC Reyes; Ariana Palomar; Marcos Lopez; Humberto Gonzalez; Brianna Mereza; Vesela Dickens; Alfonso Rivera; Robert Barajas; Sergio Garcia; Jose Roque.

A.3 Adoption of the Agenda

The agenda of Thursday April 27, 2023 was adopted as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Adopt

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

A.4 Approval of Minutes April 13, 2023. (Page 4-10)

The minutes of April 13, 2023 were approved as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Brianna Mendoza, Speech Language Pathology Assistant (SLPA) (Page 11)

The Personnel Commission took action to approve the advanced step placement for Brianna Mendoza, Speech Language Pathology Assistant at Step C of the CSEA Salary Schedule.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Accept

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.2 New Classification Director of Federal and State Grants (Page 12-15)

The Personnel Commission took action to postpone this item to a future meeting.

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Postpone

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.3 Reclassification Request – Office Assistant II (Page 16-19)

The Personnel Commission took action to accept the reclassification request for Office Assistant II

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Accept

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.4 Approval of thirteen job description revisions for Maintenance/Operations (Page 20-59)

The Personnel Commission took action to approve the following Job Description revisions:

- Custodian
- Electrician
- Facilities Materials Specialist
- Lead Custodian
- Grounds Equipment Operator

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

The Personnel Commission took action to table the following Job Description revisions:

- Grounds Maintenance Lead
- Grounds Maintenance Specialist
- Grounds Maintenance Worker
- HVAC Technician
- Irrigation Specialist
- Lead Custodian
- Locksmith
- Plumber
- Security Maintenance Worker

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Postpone

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.5 Approval of twelve job description revisions for Instructional Support (Page 60-97)

The Personnel Commission took action to approve the following Job Description revisions:

- Adaptive Technology Specialist
- Infant Program Assistant
- Paraeducator-General Education
- Paraeducator-Special Education
- Paraeducator, Hearing Impaired (Oral Speech)
- Paraeducator, Hearing Impaired (Sign Language)
- Preschool Assistant (Spanish Bilingual)
- Registered Behavior Technician
- School Occupational Therapist
- Speech Language Pathology Assistant

Mover: Paul Robinson

Seconder: Edward M Castillo

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

The Personnel Commission took action to table the following Job Description revisions:

- Healthcare Technician
- Preschool Teacher

Mover: Paul Robinson
Second: Edward M Castillo
Moved To: Postpone
Ayes: 2 - Edward M Castillo, Paul Robinson
Motion Result: Passed

C.6 Approval of job description revision for Campus Assistant (Page 98-101)

The Personnel Commission took action to approve the Campus Assistant Job Description revision with amendments.

Mover: Paul Robinson
Second: Edward M Castillo
Moved To: Approve as Amended
Ayes: 2 - Edward M Castillo, Paul Robinson
Motion Result: Passed

C.7 Approval of job description revisions for Human Resources (Page 102-115)

The Personnel Commission took action to approve the Job Description revisions as presented.

Mover: Edward M Castillo
Second: Paul Robinson
Moved To: Approve
Ayes: 2 - Edward M Castillo, Paul Robinson
Motion Result: Passed

C.8 Approval of five job description revisions for Community Relations (Page 116-131)

The Personnel Commission took action to approve the Job Description revisions as presented.

Mover: Edward M Castillo
Second: Paul Robinson
Moved To: Approve
Ayes: 2 - Edward M Castillo, Paul Robinson
Motion Result: Passed

C.9 Approval of job description revisions for Transportation (Page 132-153)

The Personnel Commission took action to approve the Job Description revisions as presented.

Mover: Edward M Castillo
Second: Paul Robinson
Moved To: Approve
Ayes: 2 - Edward M Castillo, Paul Robinson
Motion Result: Passed

C.10 Approval of twenty-one job description revisions for Clerical Support (Page 154-217)

The Personnel Commission took action to approve the following Job Description revisions:

- Attendance Accounting Specialist II
- District Testing & Assessment Coordinator
- District Textbook Coordinator
- Administrative Assistant
- School Office Manager
- English Learner Data Technician
- Special Education Data Technician
- Attendance Accounting Specialist I
- District Translator
- Facilities Technician
- Intermediate School Secretary
- Office Assistant III
- Secretary
- After School Program Site Coordinator
- District Office Receptionist
- Library/Media Technician
- Translator
- Health Assistant
- Language Assessment Technician (Spanish Bilingual)
- Office Assistant II
- Records Assistant

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.11 Approval of three job description revisions for Classified Confidential Group (Page 218-227)

The Personnel Commission took action to approve the Job Description revisions as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

C.12 Approval of twenty-two job description revisions for Classified Management (Page 228-

297)

The Personnel Commission took action to approve the Job Description revisions as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Edward M Castillo, Paul Robinson

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Section F: CLOSED SESSION

The Personnel Commission did not convene into closed session.

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

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

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 11:01 p.m

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Adjourn

Ayes: 2 - Edward M Castillo, 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 27, 2023.

Signed:

Chair of the Personnel Commission

OXNARD SCHOOL DISTRICT

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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, May 2, 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, May 2, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:45 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: Tanya Ventura, Interim Director Classified Human Resources; 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; Marisela Magallanes, Attendance Accounting Technician; Gricet Renteria, CSEA Rep; Alejandra Pamatz; David Rodriguez; JC Reyes; Ariana Palom; Marcos Lopez, Humberto Gonzalez.

A.3 Adoption of the Agenda

The agenda of Tuesday May 2, 2023 was adopted with the amendments to remove Items C.2, C.3 & C.5-C.10.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Adopt as Amended

Ayes: 2 - Ernest Morrison, Paul Robinson

Nays: 1 - Edward M Castillo

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

After long discussion audience expressed concerns over inconsistency on decisions made.

Section C: ACTION ITEMS

C.1 New Classification Director of Federal and State Grants (Page 4-8)

The Personnel Commission took action to approve the new classification of Director of Federal and State Grants as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

C.2 Approval of thirteen job description revisions for Maintenance/Operations (Page 9-48)

Removed per Commission

C.3 Approval of twelve job description revisions for Instructional Support (Page 49-86)

Removed per Commission

C.4 Approval of job description revision for Campus Assistant (Page 87-90)

Removed per Commission

C.5 Approval of job description revisions for Human Resources (Page 91-104)

Removed per Commission

C.6 Approval of five job description revisions for Community Relations (Page 105-120)

Removed per Commission

C.7 Approval of job description revisions for Transportation (Page 121-142)

Removed per Commission

C.8 Approval of twenty-one job description revisions for Clerical Support (Page 143-206)

Removed per Commission

C.9 Approval of three job description revisions for Classified Confidential Group (Page 207-216)

Removed per Commission

C.10 Approval of twenty-two job description revisions for Classified Management (Page 217-286)

Removed per Commission

Section D: ADJOURNMENT

There being no further business, the Commission adjourned at 5:28 p.m

Mover: Paul Robinson

Secunder: Edward M Castillo

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
May 2, 2023.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: TR Lin

Date of Meeting: May 11, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Edward Ponce Jr, Technology Services Technician

Personnel Commission staff recently filled a vacancy in the Information Technology Services department for the Technology Services Technician position. Mr. Edward Ponce Jr. was selected for the position by the hiring authority.

Mr. Ponce requested to start at Step B, Range 27 of the CSEA/OSD Classified Salary Schedule based on his extensive experience; 8 years of experience ranging from help desk duties to network duties in a school setting. The minimum experience requirement for a Technology Services Technician is two years of experience in the installation, operation, and maintenance of computer workstations, servers, server systems, peripherals, local area networks, and related equipment.

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." The hiring authority is recommending the advanced step placement for Mr. Ponce, approved by the Interim Director of Classified Human Resources.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Edward Ponce Jr. at Step B, Range 27 of the CSEA/OSD Classified Salary Schedule pursuant to Personnel Commission Rules & Regulations 70.200.1.

**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>

	<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.</p> <p>\$10,000 has been added to this line for the ability to fund a Senior Human Resources Analyst position.</p>
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>
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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>
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<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>



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:130

Director's Certification:

Established: 4/27/2023

After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	299945	4/27/2024
2	36689286	4/27/2024
2	9386584	4/27/2024
3	8860347	4/27/2024
4	22944298	4/27/2024
5	31541856	4/27/2024
6	30556995	4/27/2024
7	27799560	4/27/2024
8	13893113	4/27/2024
9	47206414	4/27/2024
10	47963388	4/27/2024
10	49422875	4/27/2024
11	48773875	4/27/2024
12	17874066	4/27/2024

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.:
 22-23:132; 22-23:123;
 22-23:103; 22-23:38;
 21-22:179
 Established: 05/02/23

Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	30430720	2/27/2024
2	49877440	6/22/2023
3	27238972	5/2/2024
4	5331664	4/11/2024
5	27897491	10/6/2023
6	53231251	5/2/2024
7	38997072	5/2/2024
8	50390683	4/11/2024
8	17723394	5/2/2024

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. 22-23:129

Director's Certification:

Established: 4/27/2023



Registered Behavior Intervention Technician

Rank	Candidate ID	Expiration Date
1	24264970	4/27/2024

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:93; 22-23:131

Established: 5/2/2023

Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	29210904	5/2/2024
2	52716301	5/2/2024
3	53083927	2/7/2024
4	39887298	5/2/2024

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. :
 22-23:135;
 22-23:118; 22-23:101;
 22-23:42; 22-23:21
 Established: 05/5/23

Speech Language Pathology Assistant

Rank	Candidate ID	Expiration Date
1	52768946	5/5/2024
1	52937425	2/23/2024
1	35706023	9/26/2023
1	50996538	9/1/2023
1	36457513	4/11/2024

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.

CLASSIFIED PERSONNEL ACTIONS

New Hires

Camacho, Victorianna I	Paraeducator-Special Education, Position #6172 Driffill 5.75 hrs./183 days	04/10/2023
Chavez, Nicole N.	Paraeducator-Special Education, Position #6731 Rose 5.75 hrs./183 days	05/08/2023
De La Cruz, Julia M.	Campus Assistant, Position #3088 Kamala 4.5 hrs./180 days	04/24/2023
Gonzalez, Rosalie A.	Risk Management Specialist, Position #10290 Risk Management 8.0 hrs./246 days	04/24/2023
Govea, Fabiola	Child Nutrition Worker, Position #2189 Itinerant-Fremont 5.0 hrs./185 days	04/24/2023
Luna, Cezar	Custodian, Position #10472 Custodial Services 8.0 hrs./246 days	04/24/2023
Miramontes, Kayly A	Paraeducator-General Education, Position #7228 Chavez 5.0 hrs./183 days	04/17/2023
Mireles, Lilibeth C.	Paraeducator-Special Education, Position #7962 Curren 5.75 hrs./183 days	04/12/2023
Rivera, Rachel G.	Health Assistant, Position #8437 Pupil Services 5.75 hrs./183 days	05/01/2023
Shipp, Tianna L.	Paraeducator-Special Education, Position #2235 Lopez 5.75 hrs./183 days	04/18/2023

Exempt

Pollett, Faith	AVID Tutor (substitute)	04/11/2023
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Limited Term/Substitutes

Aguas, Esteban	Campus Assistant (substitute)	03/17/2023
Aguas, Esteban	Paraeducator (substitute)	03/17/2023
Flores-Santos, Maria	Campus Assistant (substitute)	03/20/2023
Garcia, Valeria	Campus Assistant (substitute)	03/20/2023
Garcia, Valeria	Clerical (substitute)	03/21/2023
Importante, Victor	Campus Assistant (substitute)	03/20/2023
Jasso, Fatima	Clerical (substitute)	04/14/2023
Juarez Gamino, Jocelyn	Paraeducator (substitute)	03/20/2023
Leivas, Noelani	Paraeducator (substitute)	04/10/2023
Lopez, Monserrat	Paraeducator (substitute)	03/24/2023
Lu, Huiling	Clerical (substitute)	03/31/2023
Mendez, Yessica	Paraeducator (substitute)	03/20/2023
Salas, Lourdes	Campus Assistant (substitute)	04/12/2023
Torres, Selene	Clerical (substitute)	03/20/2023
Verdin Lizarraga, Cinthia	Paraeducator (substitute)	03/20/2023
Zamorano Noh, Janeth C.	Campus Assistant (substitute)	03/20/2023

Promotion

Valencia Llamas, Lorena J.	Attendance Accounting Technician, Position #2390 Soria 8.0 hrs./210 days	05/01/2023
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Office Assistant II, Position #10614
Chavez 8.00 hrs./203 days

Unpaid Leave of Absence

Brogdon, Susan C. Child Nutrition Worker, Position #2153 04/09/2023
Child Nutrition Services 5.0 hrs./185 days

Resignations

Barrera Avila, Juan A. Grounds Maintenance Worker I, Position #965 04/29/2023
Grounds 8.0 hrs./246 days
Contreras, Luis A. Grounds Equipment Operator, Position #1371 04/21/2023
Grounds 8.0 hrs./246 days
Gonzalez, Gabriela Paraeducator-Special Education, Position #9205 04/28/2023
Special Education 5.75 hrs./183 days
Hernandez, Maria D. Office Assistant II, Position #10621 04/30/2023
Lopez 8.0 hrs./203 days
Rosales Hinojosa, Teresa Paraeducator-Special Education, Position #11329 04/14/2023
Brekke 5.75 hrs./183 days
Torres, Alfred J. Campus Assistant, Position #7901 04/14/2023
Driffill 5.5 hrs./180 days