

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

AGENDA
REGULAR MEETING
Thursday, July 13, 2023

4:30 p.m. Regular Meeting
Portable 403 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 & June 8,2023 (Pages 4-20)

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 Installation of New Commissioner - Classified Employees' appointee

C.2 Advanced Step Placement for Ana Zavala, Attendance Accounting Technician. (Page 21)
The Personnel Commission will ratify the advanced step placement for Ana Zavala, Attendance Accounting Technician at Step B, of the CSEA Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.3 Advanced Step Placement for Sheryl Preciado, After School Program Site Coordinator (Page 22)
The Personnel Commission will ratify the advanced step placement for Sheryl Preciado, After School Program Site Coordinator at Step B, of the CSEA Salary Schedule pursuant to the Personnel Commission Rules & Regulations 70.200.1.

C.4 Eligibility Lists (Pages 23-32)
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 (Page 33 -35)
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

D.2 Report by CSEA
CSEA may report on Human Resources issues of interest to the Personnel Commission.

D.3 Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.

D.4 Director's Report

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

D.5 Report by Commissioners

The Commissioners will report on issues concerning Commission administration.

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: 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

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THE PERSONNEL COMMISSION
SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

Mr. Ernest Morrison, Chair
Mr. Paul Robinson, Vice Chair
Mr. Denis O'Leary, 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 Representative; Pamela Ibarra Diaz, CSEA Representative; Alejandra Pamatz; David Rodriguez; JC Reyes; Ariana Palomar; Marcos Lopez; Humberto Gonzalez; Brianna Merez; 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 with amendments:

- Custodian
- Electrician
- Facilities Materials Specialist
- Lead Custodian- Remove "wiping and disinfecting tables and benches" from Job Description
- Grounds Equipment Operator

Mover: Edward M Castillo
Second: Paul Robinson
Moved To: Approve as Amended
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
Second: 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
Second: 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

Seconder: 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 including amendments to strike "enforcing discipline policies; and enforcing rules and regulations." from the Job Description

Mover: Paul Robinson

Seconder: 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

Seconder: 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

Seconder: 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

Seconder: 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 with amendments:

- 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
- Attendance Accounting Technician-Remove "vaccination/immunization records" from Job Description.
- 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 as Amended

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

Secunder: 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
Secunder: 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
Secunder: 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. Denis O'Leary, 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 Representative; Pamela Ibarra Diaz, CSEA Representative; Alejandra Pamatz; David Rodriguez; JC Reyes; Ariana Paloma; 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.

Commissioner Castillo objected

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

Seconder: 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

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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, June 8, 2023

4:30 p.m. Regular Meeting
Portable 403 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

There being no further business, the Commission adjourned at 6:07 p.m.

A.1 Call Meeting To Order

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, June 8, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 4:35 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. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant
Guests: Ilene Poland, CSEA President; Pamela Ibarra-Diaz, CSEA Clerical Representative; Gricet Renteria, CSEA Representative; Victoria Saadati, Human Resources Technician.

A.3 Adoption of the Agenda

The agenda of Thursday June 8, 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 April 27, 2023; May 2, 2023 & May 11, 2023 (Pages 4-20)

The approval of minutes for April 27, 2023 and May 2, 2023 were postponed until the July 13, 2023 meeting.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Postpone

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

Motion Result: Passed

The minutes of May 11, 2023 were approved as presented.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

CSEA expressed concerns over Interviewing & Recruiting procedures, Eligibility Lists and the Hiring Authority conducting multiple interviews per candidate.

Section C: ACTION ITEMS

C.1 Advanced Step Placement for Andrea Martinez, Speech Language Pathology Assistant. (Page 21)

The Personnel Commission took action to approve the advanced step placement for Andrea Martinez, Speech Language Pathology Assistant at Step C of the SLPA classification on the Classified Salary Schedule.

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

C.2 Eligibility Lists (Pages 22-24)

The eligibility lists of Outreach Specialist, Plumber, and After School Program Site Coordinator were approved as presented

Mover: Edward M Castillo

Seconder: Paul Robinson

Moved To: Approve

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

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1 Personnel Actions (Page 25)

D.2 Report by CSEA

CSEA reported on upcoming events and successful meetings.

D.3 Report by Assistant Superintendent, Human Resources

Assistant Superintendent reported on efforts to have both HR departments run well in tandem, as well as getting everything ready for the end of the year

D.4 Director's Report

Maintenance Manager Recruitment will be slow due to difficulty of filling position.

D.5 Report by Commissioners

Commissioner Castillo asked if the EMS Salary Study was initiated by the Commission and for a copy of the Salary Report.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

No comments were given.

Section F: CLOSED SESSION

The Commission convened into closed session at 5:22 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 5:39 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 5:39 p.m.

Dr. Adalberto Fuentes
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
June 8, 2023.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: July 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Ana Zavala, Attendance Accounting 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 at Marshall for the Attendance Accounting Technician position. Ana Zavala was selected for the position by the hiring authority. Ms. Zavala is being recommended to start at Step B of the classified salary schedule based on the following:

- Experience: 18 years of administrative experience.
- Additional Skills: Bilingual.

The minimum qualifications for the Attendance Accounting Technician classification are:

- Experience: Two years of clerical experience.
- Education: Graduation from high school or equivalency.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Ms. Zavala at Step B of the Attendance Accounting Technician classification on the Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Dr. Adalberto Fuentes

Date of Meeting: July 13, 2023

Agenda Section: Section C: Action Items

Advanced Step Placement for Sheryl Preciado, After School Program Site Coordinator

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 Enrichment and Special Programs department for the After School Program Site Coordinator position. Sheryl Preciado was selected for the position by the hiring authority. Ms. Preciado is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: 7 years After School Education and Safety Site Coordinator at Rio School District. 13 years of administrative experience.
- Education: B.S. in Child Development emphasizing in social services.
- This would be considered a hard to fill recruitment.

The minimum qualifications for After School Program Site Coordinator classification are:

- Experience: Two years of increasingly responsible office management or attendance experience.
- Education: Equivalent to the completion of an Associate degree.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Ms. Preciado at Step B of the After School Program Site Coordinator classification on the Classified Salary Schedule.

Recruitment Type: Dual Certification

Eligibility List No.: 22-23:148

22-23:122; 22-23:31;

Director's Certification:

Established: 06/13/2023



Paraeducator - General Education

Rank	Candidate ID	Expiration Date
1	41513272	4/12/2024
2	53841277 (B)	6/9/2024
3	53521218	6/9/2024
4	53055341	6/9/2024
5	23399113	9/26/2023
6	21350524	9/26/2023

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



Recruitment Type: Dual Certification

Eligibility List No.:

22-23:154

Director's Certification:

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

Established: 06/22/2023

Office Assistant II (Bilingual)

Rank	Candidate ID	Expiration Date
1	49443643 (B)	6/22/2024
2	34957391 (B)	6/22/2024
2	44502610 (B)	6/22/2024
3	37341242 (B)	6/22/2024
4	15098636 (B)	6/22/2024
5	48084321 (B)	6/22/2024
6	4732628 (B)	6/22/2024
7	38809866 (B)	9/27/2023
8	48182934 (B)	8/4/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
 22-23:153; 22-23:132;
 22-23:123; 22-23:103;
 22-23:38; 21-22:179
 Established: 06/15/23

Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	40876463	6/15/2024
2	30430720	2/27/2024
3	49877440	6/22/2023
4	27238972	5/2/2024
5	5331664	4/11/2024
6	27897491	10/6/2023
7	53231251	5/2/2024
8	38997072	5/2/2024
9	50390683	4/11/2024
9	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: 151

Director's Certification:

Established: 06/15/2023



Accounting Manager/ Internal Auditor

Rank	Candidate ID:	Expiration Date
1	1334797	6/15/2024

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. : 22-23:156;
 22-23:90; 22-23:59
 Established: 6/23/2023

Maintenance Manager

Rank	Candidate ID	Expiration Date
1	54115121	6/23/2024
2	10169299	1/31/2024
2	50681234	11/29/2023
3	44389877	11/29/2023
4	41203285	6/23/2024
5	54053754	6/23/2024

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

Recruitment Type: Dual Certification

Eligibility List No. 22-23:158

Director's Certification:

Established: 6/15/2023



Paraeducator - Hearing Impaired (Oral Speech)

Rank	Candidate ID	Expiration Date
1	1645217	6/15/2024

Recruitment Type: Open/Promotional

Eligibility List No.: 22-23:160;

Director's Certification:

22-23:01;

Established: 07/3/2023



School Office Manager (B)

Rank	Candidate ID	Expiration Date
Promotional		
1	3233278 (B)	7/3/2024
2	38914193 (B)	7/3/2024
Open		
1	4287046 (B)	7/3/2024
2	9719668 (B)	8/25/2023
3	45343994 (B)	7/3/2024
4	50322707 (B)	8/25/2023

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: Open/Promotional

Eligibility List No.: 22-23:160 22-23:01

Director's Certification:

Established: 7/3/2023



Administrative Assistant

Rank	Name	Expiration Date
Promotional List		
1	3233278 (B)	7/3/2024
2	38914193 (B)	7/3/2024
3	1008934 (B)	8/24/2023
Open List		
1	29159155	8/24/2023
2	26539885	8/24/2023
2	4287046 (B)	7/3/2024
3	15418857	8/24/2023
4	29288455	8/24/2023
4	1826991	8/24/2023
5	9719668 (B)	8/24/2023
5	14289847	8/24/2023
6	25485519	8/24/2023
7	47426179	8/24/2023
8	50322707 (B)	8/24/2023
8	6058219	8/24/2023
9	10392315	8/24/2023

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.: 22-23:140;

Director's Certification:

Established: 6/2/2023



After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	299945	4/27/2024
2	36689286 (B)	4/27/2024
2	9386584	4/27/2024
3	27647791	6/2/2024
4	8860347 (B)	4/27/2024
5	22944298	4/27/2024
5	29604633	6/2/2024
6	31541856	4/27/2024
7	30556995 (B)	4/27/2024
8	22851575	6/2/2024
8	27799560	4/27/2024
9	13893113 (B)	4/27/2024
10	47206414	4/27/2024
11	47963388 (B)	4/27/2024
11	49422875	4/27/2024
12	48773875 (B)	4/27/2024
13	17874066	4/27/2024
14	53325846	6/2/2024

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.: 22-23:163

Director's Certification:

Established: 07/06/2023



Payroll Technician

Rank	Candidate ID	Expiration Date
1	6285746	7/6/2024
2	54047393	7/6/2024
2	210749	7/6/2024
3	43452358	7/6/2024
4	53494845	7/6/2024
4	43851624	7/6/2024
5	54152452	7/6/2024

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

Fuentes, Adalberto	Director of Classified Human Resources, Position #121 Personnel Commission 8.0 hrs./261 days	05/22/2023
Hernandez, Gabriela L.	Child Nutrition Worker, Position #2220 Itinerant-Driffill 5.5 hrs./185 days	05/15/2023
Quila, Edward M.	Paraeducator-General Education, Position #10659 Brekke 8.0 hrs./183 days	05/23/2023
Vargas, Teresa V.	Paraeducator-General Education, Position #7841 Pupil Services 5.75 hrs./183 days	05/15/2023

Exempt

Bartel, Aidan	AVID Tutor	05/09/2023
Salinas, Erika	AVID Tutor	05/09/2023

Limited Term/Substitutes

Leon, Isabel	Campus Assistant (substitute)	05/04/2023
Mendoza, Maylani	Campus Assistant (substitute)	05/04/2023
Perry, Danny	Paraeducator (substitute)	05/03/2023
Villafana, Carina	Clerical (substitute)	04/03/2023
Salinas, Erika	Paraeducator (substitute)	05/09/2023

Reclassifications

Magana, Beatris A.	Facilities Support Specialist, Position #506 Facilities 8.0 hrs./ 246 days Facilities Technician, Position #506 Facilities 8.0 hrs./ 246 days	04/14/2023
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Admin Transfer

Martinez, Silvia M.	Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days Campus Assistant, Position #3027 McKinna 4.0 hrs./180 days	05/24/2023
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Transfer

Steen, April Dawn G.	Campus Assistant, Position #7901 Driffill 5.5 hrs./180 days Campus Assistant, Position #2976 Driffill 3.0 hrs/180 days	5/15/2023
Zavala, Laura H.	Child Nutrition Worker, Position #1827 Ramona 5.5 hrs./185 days Child Nutrition Worker, Position #2845 Ramona 5.0 hrs./ 185 days	05/09/2023

Voluntary Demotion

Valencia Llamas, Lorena J.	Office Assistant II, Position #10614 Chavez 8.0 hrs./ 203 days Attendance Accounting Technician Soria 8.0 hrs./ 210 days	06/01/2023
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Return from Leave of Absence

Mendez, Maria A.	Child Nutrition Worker, Position #612 Rose Ave 5.5 hrs./185 days	05/22/2023
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Resignations

Averiette, Donna C.	Child Nutrition Worker, Position #2892 Child Nutrition Services 5.0 hrs./185 days	05/10/2023
Carrillo, Efrain	Paraeducator-General Education, Position #10660 Curren 8.0 hrs./183 days	05/16/2023
Duenez, Mayte	Accounting Manager/Internal Auditor, Position #1419 Budget & Finance 8.0 hrs./261 days	05/10/2023
Favela, Joshua J	Speech & Language Pathology Assistant, Position #11628 Special Education 8.0 hrs./183 days	06/17/2023
Gasperi-Jacobsen, Cassandra R.	Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days	05/08/2023
Segura, Joleen J.	Adaptive Technology Specialist, Position #949 Marshall 8.0 hrs./183 days	05/12/2023

Retirements

Tirado, Ruben G.	Lead Custodian, Position #351 Elm 8.0 hrs./246 days	06/30/2023
Valdes, Noemi	Director of Early Childhood Education, Position #9 Early Childhood Programs 8.0 hrs./261 days	06/30/2023

CLASSIFIED PERSONNEL ACTIONS

New Hires

Martinez, Andrea	Speech Language Pathology Assistant, Position #9281 Special Education 8.0 hrs./183 days	05/31/2023
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Limited Term/Substitutes

Adrian, Gianna	Paraeducator (substitute)	05/26/2023
Castellanos Oseguera, Jesus	Custodian (substitute)	05/17/2023
Garcia, Litsi	Paraeducator (substitute)	05/25/2023
Gonzalez, Cristo Jesus	Custodian (substitute)	05/17/2023
Hernandez, Edward	Paraeducator (substitute)	05/25/2023
Isidoro, John	Custodian (substitute)	05/17/2023
Lopez, Sal Anthony	Custodian (substitute)	05/17/2023
Magana, Valerie	Paraeducator (substitute)	05/22/2023
Vargas Centeno, Maria Nicolasa	Paraeducator (substitute)	05/30/2023

Resignations

Palma, Stephanie M.	Paraeducator-General Education, Position #10118 Chavez 4.0 hrs./183 days	05/10/2023
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Retirements

Adams, Rosa	School Office Manager/JR, Position #2209 Frank 8.0 hrs./215 days	06/30/2023
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