

OXNARD SCHOOL DISTRICT

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



THE PERSONNEL COMMISSION SUPPORTING EDUCATION THROUGH MERIT

PERSONNEL COMMISSION MEMBERS

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

AGENDA REGULAR MEETING Thursday, September 8, 2022

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

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 August 11, 2022 (page 4-8)**

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. Appointment of Joint Commissioner (page 9)**
The Personnel Commission will announce the intent to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.
- C.2. Classification Revision – Warehouse & Reprographics Manager (page 10-14)**
The Personnel Commission will consider revising Warehouse & Reprographics Manager job description.
- C.3. Annual Report 2021 - 2022 (page 15)**
The Personnel Commission will consider approving the annual report for the 2021-2022 Fiscal Year, pursuant to Personnel Commission Rules & Regulations 20.400.3.
- C.4. Personnel Commission/Classified Human Resources Positions (page 16-17)**
The Personnel Commission will receive an update regarding positions and may consider action.
- C.5. Eligibility Lists (page 18-27)**
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 28-30)**
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.
- D.2. Director's Report**
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
- D.3. Report by CSEA**

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

D.4. Report by Assistant Superintendent, Human Resources

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

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:

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

- Public Employee Performance Evaluation: Director, Classified Human Resources
- Public Employee Discipline/Dismissal/Release: PSL #1707

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

MINUTES REGULAR MEETING Thursday, August 11, 2022

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

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, August 11, 2022, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:30 p.m.

A.2. Roll Call

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

Shristie N. Torres, Director Classified Human Resources
Tanya Ventura, Human Resources Analyst
Brittany Verduzco, Human Resources Analyst

Guests: Dr. Aguilera Fort, Superintendent; Victoria Saadati, Staff Member

A.3. Adoption of the Agenda

The agenda of Thursday, August 11, 2022 was adopted as presented.

Mover: Edward M Castillo

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

A.4. Approval of Minutes July 14, 2022 (page 4-9)

The minutes of Thursday, July 14, 2022 were approved as presented

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were made by the public.

Section C: ACTION ITEMS

C.1. Advanced Step Placement for Sofia Camarena, District Translator (page 10)

Commissioner Castillo's note was due to the employee and/or Director not present during the meeting.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Nays: 1 - Edward M Castillo

Motion Result: Passed

C.2. Advanced Step Placement for Diana Baez, Paraeducator Special Education (page 11)

Ms. Baez was unable to attend the meeting therefore Mrs. Torres shared information regarding Ms. Baez's education and experience which was previously provided by the candidate.

Mover: Ernest Morrison

Seconder: Edward M Castillo

Moved To: Approve

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

Motion Result: Passed

C.3. Eligibility Lists (page 12-21)

The eligibility lists of Paraeducator Special Education, Library Media Technician, Speech Language Pathology Assistant, Child Nutrition Cafeteria Coordinator, District Translator (Spanish), Paraeducator General Education, Assistant Director, Child Nutrition Services, Transportation Driver, and Office Assistant II were approved as presented.

Mover: Edward M Castillo

Seconder: Ernest Morrison

Moved To: Approve

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

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1. Personnel Actions (page 22-29)

The Personnel Commission reviewed the Personnel Actions of August 3, 2022.

D.2. Director's Report

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

D.3. Report by CSEA

No report was given.

D.4. Report by Assistant Superintendent, Human Resources

Dr. Aguilera Fort reported that the Classified HR team made good effort to fill most vacant positions. He also reported that Classified staff has been working hard to get sites ready to welcome students back to school. Dr. Aguilera Fort also reported that school hours have changed due to new legislation requiring middle and high schools to begin after 8:00 a.m.

D.5. Report by Commissioners

Commissioner Castillo reported that the parking situation at McKinna school has improved. Commissioner Robinson inquired about how Back to School night will be held this school year.

Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Closed session not held.

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

Section F: CLOSED SESSION

Reconvene to open session and report out of closed session.

Section G: ADJOURNMENT

There being no further business, the Commission adjourned at 5:24pm

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

By our signature below, given on this _____ day of _____, 20____, the
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of
August 11, 2022.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 08, 2022

Agenda Section: Section C: Action Items

Appointment of Joint Commissioner

Pursuant to Personnel Commission Rules & Regulations 20.100.1 Appointment of Members to Personnel Commission:

Commission appointee -- Not later than September 30, the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointment. The appointee of the governing Board and the appointee of the classified employees shall consider the recommendations of the governing board, the classified employees, or other concerned citizens.

At a Personnel Commission meeting to be held not later than 45 days of the dates specified in paragraph A.1., the Personnel Commission in open hearing shall provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the person whose name has been announced as the intended appointee. The Commission may, at this meeting, withdraw the name of its proposed nominee and substitute the name of a new candidate, and act upon the appointment of the new nominee, or it may appoint its original nominee without the necessity of holding another public hearing.

RECOMMENDATION:

The Personnel Commission will announce the intent to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 08, 2022

Agenda Section: Section C: Action Items

Classification Revision – Warehouse & Reprographics Manager

The Warehouse and Reprographics Manager classification was recently reviewed for recruitment purposes. Staff met and discussed the job description with the Director of Purchasing.

The classification is being revised to remove any duties related to reprographics. The Graphics unit will be supervised by the Director of Purchasing.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the revisions for the Warehouse & Reprographics Manager classification specification as presented.

ADDITIONAL MATERIALS:

Attached: [Warehouse Manager Job Description REVISED - 8.31.pdf](#)

WAREHOUSE & REPROGRAPHICS MANAGER

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

SUMMARY OF DUTIES

Under direction of the Director of Purchasing ~~Services~~, supervise and perform duties in the receipt, inspection, storage, and distribution of ~~furniture~~, perishable goods, supplies, ~~and~~ equipment, ~~and furniture~~; schedules regular and special deliveries of supplies, equipment, and mail to schools and District offices; ~~oversees District reprographics functions and ensures proper maintenance of the District's fleet of photocopy and printing equipment~~; selects, trains, directs, supervises and evaluates assigned personnel; and performs a variety of other duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The classification of Warehouse ~~& Reprographics~~ Manager is a single position management classification with responsibility for the planning, organizing, coordinating, and directing of the District's warehouse ~~and reprographics~~ programs and has formal responsibility for the supervision of warehouse ~~and reprographics~~ staff. In accordance with policy direction and guidance from the Director of Purchasing and Assistant Superintendent of Business & Fiscal Services, an incumbent is responsible for developing and implementing efficient warehouse ~~and reprographics~~ programs in order to meet the District's goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Director of Purchasing;
- Exercises direct supervision over all staff in the warehouse ~~and reprographics~~ departments.

ESSENTIAL DUTIES

- Plans, organizes, directs, ~~and~~ supervises, and participates in District warehouse operations including the receipt, inspection, storage, and distribution of ~~furniture~~, perishable goods, supplies, ~~and~~ equipment, ~~and furniture~~;
- ~~Oversees, directs, and supervises District reprographics operations including high volume photocopying, printing, and binding work and creation of materials for special District and school events;~~
- Assigns, schedules, and coordinates workload among warehouse ~~and reprographics~~ staff; establishes and maintains effective and efficient systems;
- Provides leadership and works with staff to ensure a highly efficient, customer service-oriented work environment that supports achieving the District's mission, strategies, and objectives; applies process improvement and quality management principles to assigned areas of responsibility;
- Confers and effectively communicates with District administration, subordinates, and other staff in order to provide professional assistance regarding warehouse ~~and reprographics~~ activities; works with Purchasing ~~Services~~ to identify and resolve any inventory or delivery issues;
- Interviews, selects, trains, counsels, evaluates, motivates, and disciplines employees assigned to the Warehouse ~~and Reprographics~~ departments;
- Assists in the planning, development, and implementation of orientations and in-service training programs for warehouse ~~and reprographics~~ staff;
- Supervises the maintenance of the warehouse ~~and reprographics~~ facilities in order to ensure a clean, orderly, safe, and secure operation; ensures compliance with OSHA and HACCP standards and District requirements;
- Supervises and participates in the preparation of materials for shipment; contacts local freight and transport agencies to arrange shipment as needed;
- Schedules and assigns routine and special deliveries of supplies, materials, equipment, furniture, and District mail; routes and dispatches drivers and makes adjustments to schedules as necessary to ensure efficient operations;
- Schedules, coordinates, supervises, and participates in regular, periodic, and special inventories of all items;
- Determines appropriate stocking levels and requisitions supplies as necessary; prioritizes and schedules the filling of orders;

- Analyzes space usage to allow maximum space utilization in warehouse; designs and lays out warehouse storage areas and shelf arrangements for maximum capacity and efficient and safe organization;
- Coordinates and supervises the receipt, storage, and sale of District surplus or salvaged- furniture and equipment according to District guidelines;
- Supervise and maintains an inventory control system for District assets;
- ~~Serves as the primary point of contact for vendor support sales and service related to the District's fleet of photocopier and printing machines; oversees and directs the resolution of any site-based issues; collects, submits, and maintains regular meter reports and reviews vendor reports for accuracy;~~
- ~~Researches and provides recommendations for the lease and purchase of new photocopier and printing equipment for all sites; reviews fleet cost information and provides District site cost plans based on site usage history;~~
- ~~Monitors and maintains process standards of reproduction in compliance with District print protocols;~~
- Monitors and ensures compliance with respect to ~~copyright laws and~~ postal regulations and rates;
- Maintains a variety of records and reports pertaining to the operation of the District warehouse ~~and reprographics~~ programs; makes recommendations for department budget development;
- Assesses warehouse ~~and reprographics~~ vehicles and equipment; researches and makes recommendations on equipment purchase and replacement;
- Attends a variety of meetings and trainings as needed in order to maintain knowledge of District matters and current warehouse ~~and reprographics~~ equipment, trends, and practices.

Other Related Duties

- Operates powered industrial equipment (forklifts electric pallet jacks, etc.), trucks, and light motor vehicles as needed;
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Operations, services, and activities of school district ~~reprographics and~~ warehouse programs;
- Modern warehousing and store keeping procedures including shipping and receiving materials, proper and orderly storage, and optimum space utilization;
- Inventory methods, practices, and procedures;
- Materials, equipment, and supplies used in a school district;
- Business practices related to the purchase, shipment, and receipt of goods;
- Principles and procedures of record keeping;
- Principles of supervision, training, and performance evaluation;
- Health and safety regulations including HACCP procedures relating to the receipt, storage, and issuance of perishable goods;
- Proper methods of storing equipment, materials, and supplies;
- ~~Operations of high speed, high capacity photocopier equipment;~~
- ~~Paper, ink, chemicals, and other supplies used in print and copy work;~~
- ~~Operation and care of high volume photocopier, laminating, and binding equipment;~~
- Safety precautions and standards associated with warehouse ~~and reprographics~~ programs;
- ~~Basic copyright laws;~~
- Pertinent Federal, State, and local laws, codes and regulations, and District policies.

Ability to:

- Effectively plan and organize work for self and others;
- Work independently with minimal direction;
- Operate a variety of office equipment, such as computers and all applicable hardware and software, calculators, copiers, printers, telephones, and fax machines;
- Operate powered industrial equipment (forklift, electric pallet jack, etc.), trucks, and other light motor vehicles properly;

- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate effectively, both orally and in writing;
- Understand and follow both oral and written directions;
- Establish and maintain effective working relationships;
- Supervise, train, direct, motivate, and evaluate staff;
- Prepare clear and concise records;
- Read, interpret and follow rules, regulations, policies and procedures;
- Use a variety of machines and equipment utilized in the warehouse operations.
- Make basic mathematical calculations quickly and accurately;
- Analyze situations accurately and adopt an effective course of action;
- Follow good health and safety principles and practices.

Traits:

- Appreciates the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Logically grasps and thinks through issues and problems;
- Promotes goals and leads by example;
- Puts safety first for self and others;
- Remains steady under pressure;
- Stays focused and has good work ethic;
- Strives to meet customers' needs;
- Works around obstacles and is self-starting.

EMPLOYMENT STANDARDS

Education: Graduation from high school or equivalency. Specialized coursework in warehousing, ~~digital printing,~~ or another field closely related to the duties performed by the classification is desirable.

Experience: Five years of experience in material control and warehousing. At least one year of the aforementioned experience must have been in a supervisory or lead capacity. ~~Experience in a high volume print shop or digital printing environment is highly desirable.~~

Special: Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to ~~70~~-50 lbs. without assistance, use fingers repetitively, use wrists or hands repetitively in a twisting motion, use both hands simultaneously, climb and maintain balance on ladders, work in narrow and tight spaces, speak clearly, hear normal conversation, see small details, use a computer and a telephone.

WORK ENVIRONMENT: Employees in this classification work both inside and outside, in varying temperatures, in contact with machinery with moving parts (motors, gears, pulleys, etc.), in poor or inadequate lighting, in

cramped or tight spaces, on ladders or lifts, in contact with employees and the public, and may be required to drive an automobile to conduct work.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Approved: 9/86

Revised: 3/92, 4/15, 8/22

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 08, 2022

Agenda Section: Section C: Action Items

Annual Report 2021 - 2022

Pursuant to Personnel Commission Rules & Regulations 20.400.3 Annual Report:

- A. The Director of Classified Personnel shall prepare, as required by Education Code 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the annual report for 2021-2022 as presented pursuant to Personnel Commission Rules & Regulations 20.400.3.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: September 08, 2022

Agenda Section: Section C: Action Items

Personnel Commission/Classified Human Resources Positions

The Personnel Commission/Classified Human Resources office has an upcoming vacancy in the Human Resources Analyst position.

The current Personnel Commission/Classified Human Resources office staff consists of:

- 1 (one) Director of Classified Human Resources position
- 2 (two) Human Resources Analyst positions
- 3 (three) Human Resources Technician positions

This staff structure was put in place in March 2021 when the office was extremely busy and had high volumes of backlog and a skill gap. The Administrative Assistant position was eliminated to create a second Human Resources Analyst position.

The Director of Classified Human Resources is recommending changes to the office staff: closing the 2 Human Resources Analyst positions and creating an Administrative Assistant and Senior Human Resources Analyst (management) position instead. The proposed Personnel Commission/Classified Human Resources office staff will consist of:

- 1 (one) Director of Classified Human Resources position
- 1 (one) Senior Human Resources Analyst positions
- 3 (three) Human Resources Technician positions
- 1 (one) Administrative Assistant

The proposed staff structure is the original staffing structure that existed in prior years. The Senior Human Resources Analyst position was eliminated due to lack of candidates and budget cuts and instead the Human Resources Analyst (confidential) position was created.

After reassessing the department, the needs of the department have shifted. Over the last year, systems and processes were created and established that has eliminated the backlog from 2021. However, a high need of daily operations still exists. The creation of the Senior Human Resources Analyst position will allow for the position to support the Human Resources Technicians and will have greater response and accountability levels than the Human Resources Analyst position. The position will also serve as the back-up to the Director of Classified Human Resources. The creation of the Administrative Assistant position will serve to relieve the 2 Human Resources Analysts desks that currently exist of administrative duties.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve creating a Senior Human Resources Analyst (management) position and Administrative Assistant position within the Personnel Commission/Classified Human Resources office.



Recruitment Type: Dual Certification

Eligibility List No.: 21-22:202;

21-22:191; 21-22:175

Director's Certification:

Established: 08/10/22

Library Media Technician

Rank	Name	Expiration Date
1	Galvan Salaverria, Liliana	8/10/2023
2	Patron-LaFrance, Alicia	7/21/2023
3	Partida. Lina Cecilia	8/10/2023
4	Johns, Marivy H.	6/2/2023
5	Barrera Suarez, Elizabeth	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.



Recruitment Type: Open/Promotional

Eligibility List No.: 22-23:01

Director's Certification:

Established: 8/24/2022

Administrative Assistant

Rank	Name	Expiration Date
Promotional List		
1	Castellanos, Ana L. (B)	8/24/2023
2	Magallanes, Marisela (B)	8/24/2023
Open List		
1	Lubag, Joseph T.	8/24/2023
2	Moraga, Stephanie	8/24/2023
3	Acord, Ana Jadis Intharakamhang	8/24/2023
3	Chávez Jr., Daniel	8/24/2023
4	Gabasan, Katherine	8/24/2023
4	Hart, Natasha D.	8/24/2023
5	Barrera, Griselda (B)	8/24/2023
5	Helfrich, Easton Shirlee	8/24/2023
6	Cabrera, Kristina	8/24/2023
6	Lopez-Rivera, Fabian A. (B)	8/24/2023
7	Valencia Morales, Daniel	8/24/2023
8	Koo, Margaret (B)	8/24/2023
8	Temple, Mellanie	8/24/2023
9	Williams, Victoria Ann	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: Open/Promotional

Eligibility List No. 22-23:01; 21-22:64;

Director's Certification:

21-22:15

Established: 08/25/2022

School Office Manager

Rank	Name	Expiration Date
Promotional: 22-23:01; 21-22:64		
1	Castellanos, Ana L.(B)	8/25/2023
1	Villalobos, Veronica (B)	12/21/2022
2	Magallanes, Marisela (B)	8/25/2023
Open 22-23:01; 21-22:64; 21-22:15		
1	De Jesus, Aydedt Araceli (B)	10/4/2022
2	Arroyo, Lysette (B)	10/4/2022
2	Hernandez, Marta (B)	10/4/2022
3	Alfaro, Ubaldo (B)	12/21/2022
4	Barrera, Griselda (B)	8/25/2023
5	Lopez-Rivera, Fabian A. (B)	8/25/2023
6	Hernandez, Neftali (B)	12/21/2022
7	Angel, Marixza I (B)	12/21/2022
7	Koo, Margaret (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: Dual Certification

Eligibility List No.: 22-23:02

Director's Certification:

Established: 08/22/2022

Grounds Equipment Operator

Rank	Name	Expiration Date
1	Martinez, Tony	8/22/2023
2	Teece, Sean Michael	8/22/2023
3	Castro, Jesus	8/22/2023
4	Medina, Victor	8/22/2023
5	Barrera, Juan	8/22/2023
5	Garcia, Edwin	8/22/2023
5	Martinez, Sebastian	8/22/2023

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



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:07; 21-22:205,
21-22:198; 21-22:134;
21-22:100
Established: 8/24/2022

Director's Certification:

Paraeducator Special Education

Rank	Name	Expiration Date
Previous List: 21-22:100		
1	Carrillo, Silvia (B)	2/16/2023
New List: 22-23:07;21-22:205;21-22:198;21-22:134		
1	Barrera, Yissel J.	8/24/2023
2	Martinez, Martha	7/14/2023
2	Rodas, Brianna M	8/3/2023
3	Lee, Eun	8/24/2023
4	Meek, Bryson	8/3/2023
5	Soria, Roxanne	4/5/2023
6	Montaflo, Itzel	8/3/2023

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. 22-23:16; 21-22:199;
21-22:157; 21-22:101;
Established: 8/23/22

Health Care Technician

Rank	Name	Expiration Date
------	------	-----------------

Previous List: 21-22:101

1	Natividad, Maybelle B	2/10/2023
---	-----------------------	-----------

New List: 22-23:16; 21-22:199; 21-22:157

1	Cordero, Leilah	6/21/2023
---	-----------------	-----------

1	Cuellar, Anglica Linda	6/21/2023
---	------------------------	-----------

1	Irvin, Brittany Renee	8/23/2023
---	-----------------------	-----------

1	Reyes, Jennifer	4/13/2023
---	-----------------	-----------

1	Saldana, Montse	3/15/2023
---	-----------------	-----------

2	Dillon, Michael A	4/13/2023
---	-------------------	-----------

2	Fogel, Melanie	4/13/2023
---	----------------	-----------



Recruitment Type: Open/Promotional

Eligibility List No. : 22-23:03

Director's Certification:

Established: 8/30/2022

Maintenance Worker II

Rank	Name	Expiration Date
Promotional Only		
1	Guerrero, Francisco	8/30/2023
2	Rodriguez Jr., David	8/30/2023
Open List		
1	Gurrola, Mishael	8/30/2023
2	Godeck, Paul	8/30/2023
3	Miller, Jason Daniel	8/30/2023
4	Teece, Sean Michael	8/30/2023

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. 22-23:21; 21-22:209

Director's Certification:

Established: 9/1/2022



Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Coronado, Mariana E	7/12/2023
1	Faught, Liza M	7/21/2023
2	Maynor, Amy	9/1/2023
2	Palacios, Megan	9/1/2023

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.: 22-23:13

Director's Certification:

21-22:189; 21-22:177

Established: 09/01/2022

Grounds Maintenance Worker I

Rank	Name	Expiration Date
1	Garcia, Edwin	6/8/2023
2	Cendejas Jr., Roberto	9/1/2023
3	Castaneda, Angel R.	9/1/2023
4	Pacheco, Albert Jimmy	6/8/2023
5	Chavez, Jorge Luis	9/1/2023
6	Torres, Edgar	6/29/2023
7	Smith, Ty M.	6/8/2023
8	Fernandez, Priscy	6/8/2023
9	Nevarez, Ivan	9/1/2023
10	Reyes Vazquez, Filiberto	9/1/2023
11	Barragan, Jonathan Gerardo	6/8/2023

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.: 22-23:12

Director's Certification:

21-22:200; 21-22:150;

21-22:133

Established: 8/30/2022

Paraeducator - General Education

Rank	Name	Expiration Date
1	Landeros, Maria G. (B)	8/30/2023
2	Garcia Lopez, Maria D. (B)	8/30/2023
2	Moreno Salas, Angelica (B)	4/13/2023
3	Martinez, Yvette	4/4/2023
3	Morado, Maria Del Socorro (B)	8/30/2023
4	Appel, Morgan Cecelia	4/13/2023
4	Grether, Adam	4/13/2023
4	Polanco, Nancy	4/13/2023
5	Acosta, Kimberly P.	8/1/2023
5	Moreno, Hailey Kristine	8/1/2023
5	Quila, Edward M.	8/1/2023

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.

New Hires

Baez, Diana D.	Paraeducator – Special Education, Position #10965 Fremont 5.75 hrs./183 days	08/16/2022
Camarena, Sofia L.	District Translator, Position #10962 Special Education 8.0 hrs./246 days	07/28/2022
Diaz, Imelda	Paraeducator – General Education, Position #11262 Elm 6.0 hrs./183 days	08/16/2022
Ghuman, Breann	Paraeducator – Special Education, Position #10966 McAuliffe 5.75 hrs./183 days	08/16/2022
Herman, Virginia B.	Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days	08/17/2022
Juarez, Ashley N.	Paraeducator – Special Education, Position #2906 Brekke 5.75 hrs./183 days	08/16/2022
Lopez, Arnold	Paraeducator – General Education, Position #2699 Frank 5.75 hrs./183 days	08/16/2022
Melena, Evelin	Paraeducator – Special Education, Position #9301 Soria 5.75 hrs./183 days	08/16/2022
Montiel, Natalie	Paraeducator – Special Education, Position #2683 Curren 5.75 hrs./183 days	08/16/2022
Roman, Fatima D.	Paraeducator – Special Education, Position #10594 Harrington 5.75 hrs./183 days	08/16/2022
Santana-Cazares, Ruben	Campus Assistant, Position #7826 Frank 5.25 hrs./180 days	08/17/2022
Teteris, Richard E.	Paraeducator – Special Education, Position #6732 Sierra Linda 5.75 hrs./183 days	08/16/2022
Thompson, Carolyn M.	Health Assistant, Position #8436 Pupil Services 5.75 hrs./183 days	08/16/2022
Vacio Pena, Daniela	Paraeducator – Special Education, Position #9209 Sierra Linda 5.75 hrs./183 days	08/16/2022

Limited Term/Substitutes

Agustin, Jaime	Campus Assistant (substitute)	07/20/2022
Ambriz, Ana C.	Clerical (substitute)	08/04/2022
Aquino, David	Custodian (substitute)	08/08/2022
Conchas Fernandez, Patricia	Campus Assistant (substitute)	07/25/2022
De Morales, Fabiola C.	Custodian (substitute)	08/08/2022
Duarte Negrete, Leoncio	Custodian (substitute)	07/27/2022
Lopez, Angel D.	Paraeducator (substitute)	07/13/2022
Magallon, Eduardo	Custodian (substitute)	08/08/2022
Nakamura, Erika	Campus Assistant (substitute)	07/20/2022
Perez, Blanca	Clerical (substitute)	08/01/2022
Rosales, Lizbeth	Clerical (substitute)	07/29/2022
Rosenthal, Paul B.	Paraeducator (substitute)	07/27/2022
Solis Torres, Juan P.	Custodian (substitute)	08/05/2022
Torres, Gerardo	Custodian (substitute)	08/09/2022

Exempt

Lopez, Angel D.	AVID Tutor	07/13/2022
Magana, Nancy	AVID Tutor	07/25/2022

Promotions

Ambriz, Noemi	Office Assistant II, Position #10537 Special Education 8.0 hrs./246 days Paraeducator III, Position #1951 Lopez 5.75 hrs./183 days	07/25/2022
Ruiz, Alexandria	Paraeducator – Special Education, Position #2275 Ritchen 5.75 hrs./183 days Paraeducator II, Position #7844 Pupil Services 5.75 hrs./183 days	08/16/2022

Transfers

Jimenez, Claudia	Outreach Specialist, Position #6077 McKinna 8.0 hrs./180 days Outreach Specialist, Position #1738 Elm 8.0 hrs./180 days	08/22/2022
Serratos, Juan Carlos	Custodian, Position #869 Elm 8.0 hrs./246 days Custodian, Position #658 Marina West 8.0 hrs./246 days	07/18/2022

Transfers (Continued)

Garcia Soto, Luizinho	Custodian, Position #10472 Custodial Services 8.0 hrs./246 days Custodian, Position #304 Harrington 8.0 hrs./246 days	07/18/2022
-----------------------	--	------------

Release From Probation

11204	Grounds Manager, Position #7423 Grounds 8.0 hrs./246 days	07/22/2022
-------	--	------------

Terminations

1707	Attendance Accounting Technician, Position #1837 Marshall 8.0 hrs./210 days	08/04/2022
------	--	------------

Resignations

Carrillo, Silvia	Instructional Assistant SH(B), Position #1975 McAuliffe 6.0 hrs./183 days	09/16/2022
Centurion Arce, Patricia G.	District Translator, Position #10964 Special Education 8.0 hrs./246 days	08/05/2022
Gamino, Celeste	Paraeducator II, Position #2114 Sierra Linda 5.75 hrs./183 days	07/29/2022
Herrera, Adriana V.	Outreach Specialist, Position #2141 Curren 8.0 hrs./180 days	08/10/2022

Resignations (Continued)

Hurtado, Janet	Paraeducator III, Position #10601 Special Education 8.0 hrs./183 days	08/10/2022
Johnson, Crystal L.	Health Care Technician, Position #2944 Pupil Services 7.0 hrs./183 days	08/09/2022
Lara, Jessica	Speech Language Pathology Assistant, Position #10455 Special Education 8.0 hrs./183 days	07/29/2022
Mendez, Yessica	Paraeducator III, Position #1001 San Miguel 5.75 hrs./183 days	07/15/2022
Prado, Samantha	Child Nutrition Worker, Position #6412 Chavez 5.0 hrs./185 days	06/17/2022
Villareal, Saul A.	Paraeducator II, Position #6735 Kamala 5.75 hrs./183 days	07/29/2022
Zamora, Alma R.	Paraeducator – General Education, Position #10116 Chavez 4.0 hrs./183 days	08/04/2022

Retirements

Grajales, Marco A.	Custodian, Position #1896 Fremont 8.0 hrs./246 days	08/31/2022
Stankoski, Anthony F.	Electrician, Position #164 Facilities 8.0 hrs./246 days	08/27/2022