

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, December 8, 2022

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

REGULAR (HYBRID) MEETING - VIA ZOOM

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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 November 10, 2022 (pages 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 take action to reappoint Commissioner Paul Robinson, pursuant to Personnel Commission Rules & Regulations 20.100.1.
- C.2 Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4 (page 10)**
Ernest Morrison will assume the role as chair and Paul Robinson will serve the role as vice-chair.
- C.3 Advanced Step Placement for Paul Godeck, Electrician (page 11)**
The Personnel Commission will ratify the advanced step placement for Paul Godeck, Electrician at Step B pursuant to the Personnel Commission Rules & Regulations 70.200.1.
- C.4 After School Program Coordinator (page 12-15)**
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
- C.5 Application Support Specialist (page 16-19)**
The Personnel Commission will consider the establishment of the new classification, salary placement, and job description.
- C.6 Meeting Calendar for 2023 (page 20-21)**
The Personnel Commission will consider a proposed calendar for meetings to be convened in 2023.
- C.7 Eligibility Lists (pages 22-32)**
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 (pages 33-36)

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:

F.1 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**

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

MINUTES REGULAR MEETING Thursday, November 10, 2022

4:30 p.m. Regular Meeting
Oxnard Room 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, November 10, 2022, Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:36 p.m.

A.2. Roll Call

Paul Robinson, Chair of the Personnel Commission
Ernest Morrison, Member of the Personnel Commission

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

Guests: Dr. Aguilera Fort, Superintendent; Dr. Scott Carroll, Director, Certificated Human Resources; Ilene Poland, CSEA President; Anna Thomas, Director, School Performance and Student Outcomes; Jessica Alcantar, Enrollment Center Manager, Dawud Davis, Technology Services Technician; Victoria Saadati, Human Resources Technician.

A.3. Adoption of the Agenda

The agenda of Thursday, November 10, 2022, was adopted with the amendment to add the updated resolution for item C.1. and remove item C.2. Appointment of Joint Commissioner.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Adopt as Amended

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

A.4. Approval of Minutes October 13, 2022 (page 4-8)

The minutes of October 13, 2022, were approved as presented.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

Section B: COMMENTS BY THE PUBLIC

No comments were given by the public.

Section C: ACTION ITEMS

C.1. Resolution – Continue Conducting Meetings Via Teleconference (page 9-11)

The Personnel Commission took action to adopt the resolution per AB361.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

C.2. Appointment of Joint Commissioner (page 12)

This item was pulled due to no quorum.

C.3. Classification Revision – Language Assessment Technician (page 13-16)

The Personnel Commission took action to approve the revisions for the Language Assessment technician job description.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

C.4. Classification Revision and Title Change – Office Assistant/Switchboard Operator (page 17-23)

The Personnel Commission took action to approve the revisions and title change for the Office Assistant/Switchboard Operator job description.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

C.5. Eligibility Lists (page 24-29)

The Personnel Commission took action to approve the eligibility lists of Health Care Technician, Special Education Data Technician, Paraeducator - Special Education, Transportation Driver, Grounds Maintenance Worker I, and Risk Management Specialist.

Mover: Ernest Morrison

Seconder: Paul Robinson

Moved To: Approve

Ayes: 2 - Ernest Morrison, Paul Robinson

Absent: 1 - Edward M Castillo

Motion Result: Passed

Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

D.1. Personnel Actions (page 30-31)

The Personnel Commission reviewed the Personnel Actions of October 19, 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

Ms. Poland reported that CSEA Chapter 272 is conducting site visits, she shared that one common concern has been student behavior and having enough staff at the school sites.

D.4. Report by Assistant Superintendent, Human Resources

Dr. Carroll reported that Dr. Natalia Torres, Assistant Superintendent, Human Resources will start December 1, 2022. He also reported that 2021-2022 negotiations with CSEA are wrapping up and the sessions have been positive.

D.5. Report by Commissioners

Commissioner Morrison shared that a session on how to reduce stress should be provided during SIP day. Commissioner Robinson shared that during the December Personnel Commission meeting a rotation of chair will occur with Commissioner Morrison taking over as chair. He thanked staff and Dr. Aguilera Fort for their continued support and for making the Personnel Commission successful.

Section E: CLOSED SESSION PUBLIC

PARTICIPATION/COMMENTS

No comments were given.

Section F: CLOSED SESSION

The Commission convened into closed session at 5:53 p.m.

F.1. 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

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

The Commission reconvened at 6:45 p.m. and reported no action was taken in closed session.

Section G: ADJOURNMENT

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

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 November 10, 2022.

Signed:

Chair of the Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: December 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:

A.1. 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.

A.2. 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.

The Commissioner Morrison (governing board appointee) and the Commissioner Castillo (classified employees' appointee) publicly announced the intent to reappointment Commissioner Paul Robinson on September 8, 2022 as the joint appointee. A public hearing was held on October 13, 2022 to provide the governing Board, the public and the employees and employee organizations the opportunity to express their views on the qualifications of the intended appointee, Commissioner Robinson. No action was taken to reappoint Commissioner Robinson due to the absence of Commissioner Castillo (classified employees' appointee). The Commission may appoint Commissioner Robinson without the necessity of holding another public hearing.

RECOMMENDATION:

The Personnel Commission will take action 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: December 08, 2022

Agenda Section: Section C: Action Items

Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4

Pursuant to Personnel Commission Rule 20.100.4, the Personnel Commission officers will rotate chairs every year.

In December 2021, the Personnel Commission approved the following officer roles:

- Commissioner Robinson – Chair
- Commissioner Castillo – Vice Chair
- Commissioner Morrison – Member

The new officer roles will be as listed:

- Commissioner Morrison – Chair
- Commissioner Robinson – Vice Chair
- Commissioner Castillo – Member

RECOMMENDATION:

Staff recommends that the Personal Commission take action to approve the rotation of chair as presented.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: December 08, 2022

Agenda Section: Section C: Action Items

Advanced Step Placement for Paul Godeck, Electrician

Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy in the Facilities department for the Electrician position. Mr. Paul Godeck was selected for the position by the hiring authority, starting date December 1, 2022. Mr. Godeck is being recommended to start at Step B, Range 24 of the CSEA/OSD Classified Salary Schedule based on the following:

- Experience – over 30 years of experience working with Southern California Edison (March 1984 – January 2016) in electrical work as Groundman, Apprentice Lineman, Serviceman, Service Supervisor, Planning Coordinator, and Underground Inspector. Experience working on, repairing, installing, and inspecting both high and low voltages from 16,340 KV to 120/240 Volt lines.
- This would also be considered a hard to fill recruitment.

The minimum qualifications for the Electrician position are:

- Education – equivalent to the completion of the twelfth grade supplemented by specialized training in electrical equipment maintenance and repair or a related field.
- Experience – one year journey-level experience in the electrical trade; performing electrical work in the installation, maintenance and repair of electrical systems and equipment.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Paul Godeck, Electrician at Step B, Range 24 of the CSEA/OSD Classified Salary Schedule.

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: December 08, 2022

Agenda Section: Section C: Action Items

After School Program Coordinator

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

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

Based on internal equity and comparison with the market, this position is being allocated to range 19 on the CSEA/OSD Classified Salary Schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification of After School Program Site Coordinator at salary range 19 on the CSEA/OSD Classified Salary Schedule.

ADDITIONAL MATERIALS:

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



After School Program Site Coordinator

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

Purpose Statement

Under the general direction of the site administrator or designee, the After School Program Site Coordinator is responsible for the day-to-day operations of the After School Program and coordinates program activities related to the school day; and performs a variety of other duties relative to assigned area of responsibility.

Supervision Received & Exercised

- Receives supervision from the site administrator, Director, Enrichment & Special Programs, or designee.
- Positions in this classification have no formal supervisory responsibilities.

Responsibility

Responsibilities include: overseeing the delivery of a broad range of programs within designated school areas that include Academic and Curricular Program Areas; Sports, Fitness, and Recreation; The Arts; Character & Leadership Development; Career & Education Development; Health & Life Skills. This position plans, develops and oversees implementation of programs and program staff.

Essential Duties

- Plan, organize and direct the operation and administration of a specific site-based after school program designed to provide all students with a variety of activities and services designed to increase the number of students meeting or exceeding academic standards.
- Strengthen local youth enrichment, learning and services opportunity to create neighborhood resilience and to reduce drug use, violence, and to improve physical health and safety through enrichment activities outside normal classroom activities and attendance.
- Promote student achievement through coordination of the program rather than through provision of instruction.
- Conduct and/or attend meetings and staff training sessions that directly affect the development, planning, coordination and implementation of site enrichment programs.
- Enroll students in program; monitor enrollment; adhere to attendance policies and guidelines; maintain enrollment and attendance records; record and check attendance; may contact parents regarding attendance; compile data, prepare and type attendance reports.
- Prepare guides, manuals and bulletins for approval and distribution.
- Assist with coordination of community agencies by providing information, feedback, program data and assistance to community and social agencies.
- Assist in the planning, development and implementation of public and community relations.
- Provide program staff with direction and supervision and assist with evaluation of program and staff.
- Compile information and prepare a variety of reports regarding program.
- Maintain a variety of records and files related to an after school program.
- Maintain supply inventory, order materials, equipment and supplies as needed.
- Communicate with a variety of District personnel and departments regarding budgeting, purchase orders and other issues related to assigned program.

- Operate a personal computer and peripheral equipment, using modern software, including word processing and data base input; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier.

Other Related Duties

- For positions with bilingual designations, performs the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient operations; translate verbal and written communication(s) for the purpose of assisting the public, students, teachers, and parents in communicating; attends various meetings to translate and interpret as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, & Ability

Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; and maintaining cooperative and effective working relationships.

Knowledge required to satisfactorily perform the functions of the job include: modern office practices, procedures and equipment, including computers and supporting word processing applications; principles and procedures of record keeping; principles and procedures of supervision and training of staff; English usage, grammar, spelling, punctuation and vocabulary; principles of business letter writing and basic report preparation; pertinent Federal, State and local laws, codes and regulations; techniques of proper telephone etiquette; technical aspects of fields of specialty; basic mathematical principles; principles and practices of budget maintenance.

Ability required to satisfactorily perform the functions of the job include: independently perform responsible clerical duties in support of an assigned program; learn, interpret, apply and explain rules, regulations, policies and procedures; provide effective leadership; analyze and evaluate data to determine and correct inconsistencies; perform mathematical/statistical computations accurately; analyze situations accurately and adopt an effective course of action; maintain confidentiality of privileged information obtained in the course of work; work independently with minimal direction; operate a personal computer and peripheral equipment, using modern software; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier; provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner; communicate clearly and concisely, both orally and in writing; understand and follow oral and written directions; and prepare clear and concise reports.

Employment Standards

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge and abilities listed above. Typically, this would be gained through:

Experience: Two years of increasingly responsible office management or attendance experience. Experience working in a lead capacity and/or with school age children is highly preferred.

Education: Equivalent to the completion of an Associate degree.

Certificate & Licenses

None specified

Continuing Educ./Training

District Mandated Trainings

Clearances

Criminal Background Clearance

Work Environment

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

Appointment

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

PC Approved Date

12/8/2022

FLSA Status

Non-exempt

Salary Range

19.0

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: December 08, 2022

Agenda Section: Section C: Action Items

Application Support Specialist

The interim Chief Information Officer and Associate Superintendent of Education Services requested a new classification to support the District's curriculum-based software's and applications.

The Application Support Specialist classification is being created to serve as a technical and instructive resource to users of District curriculum-based software and related software. This position will be responsible for administering and configuring all curriculum-based software necessary for daily operation and the instruction of District students, addressing application-related problems associated with the management of software. This position also works closely with Information Technology to identify technical issues or problems with rostering as needed.

Based on internal equity, this position is being aligned with the Technology Services Technician position at range 27 on the CSEA/OSD Classified Salary Schedule.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the new classification of Application Support Specialist at salary range 27 on the CSEA/OSD Classified Salary Schedule.

ADDITIONAL MATERIALS:

Attached: [Application Support Specialist.pdf](#)



Application Support Specialist

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

Purpose Statement

Under the direction of the Associate Superintendent of Educational Services and the Chief Information Officer, manages, logs, catalogs, documents all administrative aspects of the District's complement of curriculum-based software. Serves as a technical and instructive resource to users of District curriculum-based software and related software; and performs a variety of other duties relative to assigned area of responsibility.

Supervision Received & Exercised

- Receives supervision from the Associate Superintendent of Educational Services, Chief Information Officer, or designee.
- Positions in this classification have no formal supervisory responsibilities.

Responsibility

Responsibilities include: administering and configuring all curriculum-based software necessary for daily operation and the instruction of District students, addressing application-related problems associated with the management of software. Works closely with Information Technology to identify technical issues or problems with rostering.

Essential Duties

- Participates in the planning, organization, purchase, and implementation of activities related to the development, maintenance, and compliance of District curriculum-base software.
- Creates manuals and learning materials associated with the management and administration of applications.
- Review and approve/deny site/classroom level application requests based off guidelines provided by Educational Services.
- Prioritizes and schedule requests for application support services; estimates materials, labor, equipment, and time requirements for daily application support activities; ensures user needs are met and technical support issues are resolved in a timely manner.
- Investigates, logs, and notifies stakeholders of issues and changes associated with curriculum-based software, works with vendors to identify and fix issues related to curriculum-based software.
- Assists with training in curriculum-based software products.
- Serves as a technical resource to users and personnel; provides technical information and assistance by phone, email, or on site.
- Participates and manages all aspects of cross-application associations and workflows. Works with vendors to ensure applications are capable to cross-application initiation and data sharing. Documents, logs, and trains users on uses of cross-application use (examples: Canvas-McGraw Hill test launching and recording, Canvas LTI installation/maintenance).
- Creates and maintains archive of all applications used at all levels of implementation.
- Updates/edits application collection on website, creates easy visual manuals for staff and students.
- Reviews and promotes applications to staff.

- Research current application use, reporting on the efficacy of current compliment of applications. Research and present possible application alternatives.
- Manually administer applications when necessary, regularly review logs for errors, remediate errors if caused by manual rostering.
- Maintains a variety of records related to installation configurations, inventory, equipment maintenance and repair history, time worked, and services provided.

Other Related Duties

- Attends and participates in meetings, conferences, and seminars related to applications to maintain current knowledge of application advances in the field.
- Provides recommendations concerning the purchase of new applications and equipment; ensures compliance with established district objectives and resources.
- Assists in evaluating the effectiveness of existing and proposed applications; analyze and recommend changes to enhance district applications; assists in the development of standards of software use.
- For positions with bilingual designations, performs the essential duties of the class utilizing bilingual skills as necessary to assure smooth and efficient operations; translate verbal and written communication(s) for the purpose of assisting the public, students, teachers, and parents in communicating; attends various meetings to translate and interpret as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, & Ability

Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; basic terminology, processes, and operations of office environment; and maintaining cooperative and effective working relationships.

Knowledge required to satisfactorily perform the functions of the job include: computer functions and capabilities; computer, tablet, and mobile device based operating systems; various software computer and mobile based applications including word processing, spreadsheets, database management, telecommunications, web browsing, education, and graphics programs; troubleshooting techniques for dealing with software issues; data security standards and practices; principles and practices of good customer service and telephone communication; and modern office practices, procedures, and equipment.

Ability required to satisfactorily perform the functions of the job include: diagnose and troubleshoot software related problems; differentiate between hardware and software problems; perform research, analysis, and evaluation application technologies; use easy to understand terminology when communicating with end users; read, interpret and apply technical information; formulate and express difficult technical concepts clearly and effectively in written and oral presentations; provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner; operate a variety of office machines and equipment such as a personal computer and applicable hardware and software, copiers, printers, scanners, calculators, and fax machines; maintain confidentiality of privileged information obtained in the course of work; establish and maintain effective working relationships; work independently and exercise initiative and good judgment; communicate effectively both orally and in writing; understand and follow oral and written directions; and update and maintain a variety of files and records accurately.

Employment Standards

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge and abilities listed above. Typically, this would be gained through:

Experience: Three years of relevant experience providing support to multiple users on various software’s, applications, and technology. Experience working with curriculum-based software is preferred.

Education: Graduation from high school supplemented by college-level coursework in computer science or a closely related field.

Certificate & Licenses

None specified

Continuing Educ./Training

District Mandated Trainings

Clearances

Criminal Background Clearance

Work Environment

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

Appointment

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

PC Approved Date

12/8/2022

FLSA Status

Non-exempt

Salary Range

27.0

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor: Shristie N. Torres

Date of Meeting: December 08, 2022

Agenda Section: Section C: Action Items

Meeting Calendar for 2023

The Personnel Commission will consider the proposed calendar for meetings to be convened in 2023. The regularly scheduled Commission meetings occur on the second Thursday of every month at 4:30pm.

RECOMMENDATION:

Staff recommends that the Personnel Commission take action to approve the Personal Commission Meeting Calendar for 2023 as presented.

ADDITIONAL MATERIALS:

Attached: [PC Meeting Schedule 2023.pdf](#)



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Interested Persons

From: Classified Human Resources

Date: December 9, 2022

Re: Personnel Commission Meeting Agenda Schedule – January 2023 through December 2023

Below are the Commission meeting dates for 2023. The Commission meetings will convene at **4:30 p.m.** The meeting dates and times are subject to change.

Commission Meeting Date	Available on Website *
Thursday, January 12, 2023	Monday, January 9, 2023
Thursday, February 9, 2023	Monday, February 6, 2023
Thursday, March 9, 2023	Monday, March 6, 2023
Thursday, April 13, 2023	Monday, April 10, 2023
Thursday, May 11, 2023	Monday, May 8, 2023
<i>To Be Determined</i>	<i>Board/Commission Celebration Classified Employees of the Year</i>
Thursday, June 8, 2023	Monday, June 5, 2023
Thursday, July 13, 2023	Monday, July 10, 2023
Thursday, August 10, 2023	Monday, August 7, 2023
Thursday, September 14, 2023	Monday, September 11, 2023
Thursday, October 12, 2023	Monday, October 9, 2023
<i>To Be Determined</i>	<i>Board/Commission Celebration for Retiree Recognition</i>
Thursday, November 9, 2023	Monday, November 6, 2023
Thursday, December 14, 2023	Monday, December 11, 2023

* If a Monday is a holiday, posting will be the preceding Friday.

Recruitment Type: Senior Management

Eligibility List No. 21-22:119

Director's Certification:

Established: 11/11/22, 5/13/2022



Assistant Superintendent, Business & Fiscal Services

Rank	Name	Expiration Date
	Dominguez, Joe N	5/13/2023
	Drake, James	11/11/2023
	Mitchell, Valerie	5/13/2023
	Wessel, Billy	11/11/2023

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.: 22-23:55

22-23:28; 21-22:182

Established: 11/8/2022

Child Nutrition Worker

Rank	Name	Expiration Date
1	Gomez, Anthony	9/27/2023
2	Farfan, Ambar S	9/27/2023
2	Guzman, Salvador	9/27/2023
2	Wilson, Luke W.	11/8/2023
3	Espinosa, Javier	11/8/2023
4	Ragis, James Paul	11/8/2023
5	Romero, Sirena Elena	6/21/2023
6	Gomez, Angelique	11/8/2023
7	Hernandez, Miriam Roxana Martinez	6/21/2023
8	Gorozco Gonzlalez, Maricela	9/27/2023

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.: 22-23:56; 22-23:27

Established: 11/4/2022

Electrician

Rank	Name	Expiration Date
1	Godeck, Paul	11/4/2023
2	Salas, Jose L.	9/22/2023
3	Garcia, Fernando	9/22/2023

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



Recruitment Type: Dual Certification

Eligibility List No.: 22-23:53

Director's Certification:

22-23:31; 21-22:200;

21-22:150; 21-22:133

Established: 11/7/2022

Paraeducator - General Education

Rank	Name	Expiration Date
1	Almanza, Valerie (B)	11/7/2023
2	Espinoza, Oscar	11/7/2023
3	Ordaz, Jocelyn (B)	9/26/2023
4	McDonough, Astrid J.B. (B)	9/26/2023
5	Esparza, Valerie Irene	9/26/2023
5	Garcia, Angel	9/26/2023
6	Faulk, Jessica (B)	9/26/2023
7	Romero, Sabrina A	9/26/2023
8	Mireles, Lilibeth	9/26/2023
8	Reyes, Stephanie Lupita	9/26/2023
9	Virgen, Miguel	11/7/2023
10	Barboza, Carlos Josef	9/26/2023
11	Martinez, Yvette	4/4/2023
12	Centeno Zenteno, Urbano (B)	9/26/2023
13	Jasso, Giovanna Aloni	11/7/2023
14	Grether, Adam	4/4/2023
14	Palma, Stephanie	11/7/2023
14	Polanco, Nancy	4/13/2023
15	Quila, Edward M.	8/1/2023

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OXNARD SCHOOL DISTRICT**PERSONNEL COMMISSION**

16	Ricardes, Gloria	9/26/2023
17	Lemus, Rocio F.	9/26/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:
 22-23:57; 22-23:11;
 21-22:184
 Established: 11/9/2022

Transportation Driver

Rank	Name	Expiration Date
1	Garcia Casaus, Damaso David	6/22/2023
2	Bermudez, Daisy	6/22/2023
3	Lopez, Gabriel J.	11/9/2023
4	Guillermo, Octavio	9/6/2023

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Recruitment Type: Dual Certification

Eligibility List No.: 22-23:50

Director's Certification:

Established: 11/8/2022



Warehouse Manager

Rank	Name	Expiration Date
1	Rodriguez Jr., David	11/8/2023
2	Hurtado, Ramiro	11/8/2023
3	Heft, Harley S.	11/8/2023
4	Valenzuela, Kristian Eric	11/8/2023
5	Centeno, Victor	11/8/2023
6	Hernandez, Phillip	11/8/2023
7	Chavez, Ricardo	11/8/2023

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. 22-23:59

Director's Certification:

Established: 11/29/2022



Maintenance Manager

Rank	Name	Expiration Date
1	Waisley, Rosslin G	11/29/2023
2	Briones, Moises	11/29/2023

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

Recruitment Type: Open/Promotional

Eligibility List No.: 22-23:31; 21-22:94

Director's Certification:

Established: 11/30/2022



Grounds Maintenance Specialist

Rank	Name	Expiration Date
Promotional Only		
1	Reyes, JuanCarlos	11/30/2022
2	Contreras, Luis Armando	1/20/2023
3	Castro, Jesus	11/30/2022
Open		
1	Pacheco, Albert Jimmy	1/20/2023
2	Leon, Christian J	1/20/2023

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. : 22-23:60

Established: 11/30/2022

Grounds Manager

Rank	Name	Expiration Date
1	Gilpin, Mark A.	11/30/2023
2	Lopez, Mark Anthony	9/7/2023
3	Rodriguez Jr., David	11/30/2023
4	Rex, Andrew J	9/7/2023
5	Lopez Del Castillo, Jesus A.	9/7/2023

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

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 21-22:201; 21-22:178;
 21-22:171; 21-22:156
 Established: 7/29/2022

District Translator (Spanish)

Rank	Name	Expiration Date
1	Centurion Arce, Patricia G.	5/27/2023
2	Gonzalez, Amairani Karol	5/10/2023
3	Camarena, Sofia	6/21/2023
4	Leiva, Claudia J.	7/29/2023
5	Aubuchon, Denise S	6/21/2023
6	Huizar, Diana	7/29/2023

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

New Hires

Banderas, Maria D	Campus Assistant, Position #3032 Ramona 4.5 hrs./180 days	10/12/2022
Brown, Candice C	Campus Assistant, Position #9769 Harrington 2.5 hrs./180 days	10/13/2022
Corona, Jason	Assistant Director, Child Nutrition Services, Position #2873 Child Nutrition Services 8.0 hrs./246 days	10/19/2022
Quintana, Nichole V	Child Nutrition Worker, Position #9246 Lopez-Itinerant 5.0 hrs./185 days	10/12/2022
Rosales Hinojosa, Teresa	Paraeducator Special Education, Position #11329 Brekke 5.75 hrs./183 days	10/14/2022

Limited Term/Substitutes

Cervantes, Gissel	Campus Assistant (substitute)	10/12/2022
Espinoza, Cynthia	Campus Assistant (substitute)	10/12/2022
Kang, Jack	Clerical (substitute)	10/07/2022
Lopez, Irene	Child Nutrition Worker (substitute)	09/29/2022
Morehead, Alyssa	Paraeducator (substitute)	10/04/2022
Yelotzi, Erika	Campus Assistant (substitute)	10/12/2022

Promotions

Jimenez-Villegas, Alfonsina	Paraeducator – Special Education, Position #10570 Ritchen 5.75 hrs./183 days Child Nutrition Worker, Position #6409 McKinna 5.0 hrs./185 days	10/19/2022
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Transfers

Alejandre, Rosaicela	Campus Assistant, Position #3038 Rose Ave. 4.5 hrs./180 days Campus Assistant, Position #3040 Rose Ave. 4.0 hrs./180 days	10/24/2022
Trevino Sanchez, Lydia	Intermediate School Secretary, Position #649 Fremont 8.0 hrs./192 days Intermediate School Secretary, Position #6243 Kamala 8.0 hrs./192 days	10/31/2022
Wileman, Sandra	Child Nutrition Cafeteria Coordinator, Position #2173 Ritchen 8.0 hrs./189 days Child Nutrition Cafeteria Coordinator, Position #375 McKinna 8.0 hrs./189 days	10/24/2022

Release from Probation

11365	Maintenance Manager, Position #10454 Facilities 8.0 hrs./246 days	10/11/2022
11508	Grounds Maintenance Specialist, Position #7592 Facilities 8.0 hrs./246 days	10/11/2022

Resignations

Carranza, Jeffrey M	School Office Manager, Position #1824 Ramona 8.0 hrs./210 days	10/28/2022
Garcia, Vanessa	Paraeducator – General Education, Position #7171 Driffill 8.0 hrs./183 days	01/24/2022
Gutierrez, Yesenia	Paraeducator III, Position #7999 McAuliffe 5.75 hrs./183 days	06/17/2022
Ruiz, Hilary A	Paraeducator III, Position #9208 Frank 5.75 hrs./183 days	08/19/2022

CLASSIFIED PERSONNEL ACTIONS

New Hires

Chavez, Nina	Campus Assistant, Position #3043 Sierra Linda 4.0 hrs./180 days	11/01/2022
Gaona, Graciela	Special Education Data Technician, Position #9283 Special Education 8.0 hrs./246 days	10/21/2022
Mariscal, Margarita G.	Child Nutrition Worker, Position #1829 Sierra Linda-Itinerant 5.5 hrs./185 days	10/25/2022
Rivera, Brianna M.	Health Assistant, Position #10762 Pupil Services 5.75 hrs./183 days	11/01/2022
Salgado Jaimes, Jessica V.	Child Nutrition Worker, Position #2840 Marshall 5.5 hrs./185 days	10/27/2022
Vargas Perez, Georgina	Child Nutrition Worker, Position #1267 Lemonwood-Itinerant 5.0 hrs./185 days	10/28/2022
Vasquez Cruz, Guadalupe C.	Child Nutrition Worker, Position #1828 McAuliffe-Itinerant 5.5 hrs./185 days	10/24/2022

Limited Term/Substitutes

Cruz, Amelia	Campus Assistant (substitute)	10/12/2022
Dailey, Barbara	Paraeducator (substitute)	10/24/2022
Mariscal, Margarita G.	Child Nutrition Worker (substitute)	10/17/2022
Melendez, Jean	Campus Assistant (substitute)	10/12/2022
Miramontes, Eva	Paraeducator (substitute)	10/24/2022
Orozco, Maricela	Campus Assistant (substitute)	10/27/2022
Rivera Ramirez, Carolina	Campus Assistant (substitute)	10/20/2022
Ruiz, Teresa	Campus Assistant (substitute)	10/27/2022

Exempt

Sarmina, Gabriel	Avid Tutor	10/20/2022
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Promotions

Reyes, Nayeli T.	Attendance Accounting Technician, Position #1837 Marshall 8.0 hrs./210 days Office Assistant II, Position #10628 Ramona 8.0 hrs./203 days	11/14/2022
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Transfers

Hernandez Cedillo, Yesenia B.	School Office Manager, Position #1824 Ramona 8.0 hrs./210 days School Office Manager, Position #1820 Marshall 8.0 hrs./215 days	11/07/2022
Larios, Maria	Child Nutrition Worker, Position #2154 Kamala 5.5 hrs./185 days Child Nutrition Worker, Position #1615 Kamala 5.5 hrs./185 days	01/06/2022

Ortiz, Jennifer R.	Campus Assistant, Position #7151 Fremont 4.25 hrs./180 days Campus Assistant, Position #3065 Ramona 4.75 hrs./180 days	10/24/2022
Valerio Navarrete, Maria	Language Assessment Technician, Position #2439 Enrollment Center 5.5 hrs./246 days Language Assessment Technician, Position #2441 Enrollment Center 5.5 hrs./246 days	10/24/2022

Return from Leave of Absence

Conteras-Giron, Karen Gildy	Adaptive Technology Specialist, Position #2881 Marshall 8.0 hrs./183 days	11/01/2022
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Resignations

Chavez, Giovanni	Campus Assistant, Position #6660 Curren 5.75 hrs./180 days	10/31/2022
De Loera, Candelaria N	Risk Management Specialist, Position #97 Risk Management 8.0 hrs./246 days	11/01/2022
Quezada, Alicia	Paraeducator General Education, Position #7280 Lopez 5.75 hrs./183 days	10/31/2022
Moreno Salas, Angelica	Paraeducator General Education, Position #7844 Pupil Services 5.75 hrs./183 days	10/21/2022
Robert, Simone J.	Paraeducator II, Position #2760 Lopez 5.75 hrs./183 days	09/07/2022
Sanchez, Jaime C.	Paraeducator II, Position #2235 Lopez 5.75 hrs./183 days	11/04/2022

Retirement

Castillo, Lazaro G.	Custodian, Position #344 Curren 8.0 hrs./246 days	12/30/2022
Tapia, Aurora C.	Campus Assistant, Position #3036 Ritchen 5.0 hrs./180 days	10/31/2022